

## Fall Enrollment for private 2-year and less than 2-year nondegree-granting institutions

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### Part B Selection

Completion of Part B (Enrollment of Students by Age) is optional this year.

Do you wish to complete Part B this year?

If you select 'Yes', you will see Part B and be expected to complete the screens.

If you select 'No', you will skip Part B.

Yes, I will complete Part B

No, I will not complete Part B

Part A - Fall Enrollment for Full-Time Undergraduate Students

Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2012.

Program reporters report students enrolled at any time between August 1 and October 31, 2012.

**Full-time Undergraduate Students**

**Race/Ethnicity Reporting Reminder:**

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

Enrolled for <u>credit</u>	<u>First-time</u> , certificate-seeking	All Other	Total, full-time undergraduate students
<b>Men</b>			
<u>Nonresident alien</u>	<input type="text"/>	<input type="text"/>	
<u>Hispanic/Latino</u>	<input type="text"/>	<input type="text"/>	
<u>American Indian or Alaska Native</u>	<input type="text"/>	<input type="text"/>	
<u>Asian</u>	<input type="text"/>	<input type="text"/>	
<u>Black or African American</u>	<input type="text"/>	<input type="text"/>	
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	<input type="text"/>	
<u>White</u>	<input type="text"/>	<input type="text"/>	
Two or more races	<input type="text"/>	<input type="text"/>	
<u>Race and ethnicity unknown</u>	<input type="text"/>	<input type="text"/>	
<b>Total men</b>			
Total men prior year			
<b>Women</b>			
<u>Nonresident alien</u>	<input type="text"/>	<input type="text"/>	
<u>Hispanic/Latino</u>	<input type="text"/>	<input type="text"/>	
<u>American Indian or Alaska Native</u>	<input type="text"/>	<input type="text"/>	
<u>Asian</u>	<input type="text"/>	<input type="text"/>	
<u>Black or African American</u>	<input type="text"/>	<input type="text"/>	
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	<input type="text"/>	
<u>White</u>	<input type="text"/>	<input type="text"/>	
Two or more races	<input type="text"/>	<input type="text"/>	
<u>Race and ethnicity unknown</u>	<input type="text"/>	<input type="text"/>	
<b>Total women</b>			
Total women prior year			
<b>Grand total (men+women)</b>			
Grand total (men+women) prior year			

Part A - Fall Enrollment for Part-time Undergraduate Students

Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2012.

Program reporters report students enrolled at any time between August 1 and October 31, 2012.

**Part-time Undergraduate Students**

**Race/Ethnicity Reporting Reminder:**

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

Enrolled for <u>credit</u>	<u>First-time</u> , certificate-seeking	All Other	Total, part-time undergraduate students
<b>Men</b>			
<u>Nonresident alien</u>	<input type="text"/>	<input type="text"/>	
<u>Hispanic/Latino</u>	<input type="text"/>	<input type="text"/>	
<u>American Indian or Alaska Native</u>	<input type="text"/>	<input type="text"/>	
<u>Asian</u>	<input type="text"/>	<input type="text"/>	
<u>Black or African American</u>	<input type="text"/>	<input type="text"/>	
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	<input type="text"/>	
<u>White</u>	<input type="text"/>	<input type="text"/>	
Two or more races	<input type="text"/>	<input type="text"/>	
<u>Race and ethnicity unknown</u>	<input type="text"/>	<input type="text"/>	
<b>Total men</b>			
Total men prior year			
<b>Women</b>			
<u>Nonresident alien</u>	<input type="text"/>	<input type="text"/>	
<u>Hispanic/Latino</u>	<input type="text"/>	<input type="text"/>	
<u>American Indian or Alaska Native</u>	<input type="text"/>	<input type="text"/>	
<u>Asian</u>	<input type="text"/>	<input type="text"/>	
<u>Black or African American</u>	<input type="text"/>	<input type="text"/>	
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	<input type="text"/>	
<u>White</u>	<input type="text"/>	<input type="text"/>	
Two or more races	<input type="text"/>	<input type="text"/>	
<u>Race and ethnicity unknown</u>	<input type="text"/>	<input type="text"/>	
<b>Total women</b>			
Total women prior year			
<b>Grand total (men+women)</b>			
Grand total (men+women) prior year			

Part A - Fall Enrollment Summary

Fall Enrollment Summary			
Students enrolled for credit	Total full-time students	Total part-time students	Grand total, all students
<b>Men</b>			
Nonresident alien			
Hispanic/Latino			
American Indian or Alaska Native			
Asian			
Black or African American			
Native Hawaiian or Other Pacific Islander			
White			
Two or more races			
Race and ethnicity unknown			
<b>Total men</b>			
<b>Women</b>			
Nonresident alien			
Hispanic/Latino			
American Indian or Alaska Native			
Asian			
Black or African American			
Native Hawaiian or Other Pacific Islander			
White			
Two or more races			
Race and ethnicity unknown			
<b>Total women</b>			
<b>Grand Total (men+women)</b>			



Part A - Fall Enrollment by Distance Education Status

		<b>All Undergraduate Students</b>
<b>Of those students <i>exclusively</i> enrolled in distance education courses, report the number that are:</b>		&nbsp;
Located in		<input type="text"/>
Located in the U.S. but not in		<input type="text"/>
Located in the U.S. but state/jurisdiction unknown		<input type="text"/>
Located outside the U.S.		<input type="text"/>
Location unknown/unreported		<input type="text"/>
Total students exclusively enrolled in distance education (from section above)		<input type="text"/>

Part B - Fall Enrollment by Age and Gender for Full-time Undergraduate Students

**NOTE: These data are optional this year.**

**Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2012.**

**Program reporters report students enrolled at any time between August 1 and October 31, 2012.**

Age	Full-time Undergraduate 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 undergraduate students (from part A)		

Part B - Fall Enrollment by Age and Gender for Part-time Undergraduate Students

**NOTE: These data are optional this year.**

**Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2012.**

**Program reporters report students enrolled at any time between August 1 and October 31, 2012.**

Age	Part-time Undergraduate 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 part-time undergraduate students (from part A)		



Part C - Screening Question

**Did any of your first-time degree/certificate-seeking undergraduate students (reported in Part A) enroll within 12 months of graduating high school or receiving their GED?**

Yes, we have first-time students who enrolled within 12 months of their high school graduation.

No, we do not have any first-time students who enrolled within 12 months of their high school graduation.


**You may use the space below to provide context for the data you've reported above.**

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Part C - Residence of First-time Undergraduates

**Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2012.**

**Program reporters report students enrolled at any time between August 1 and October 31, 2012.**

State of residence when student was first admitted	FIPS Code	 Total first-time degree/certificate-seeking undergraduates (1)	Of students in column 1, those who enrolled <b>within 12 months</b> of high school graduation or receiving their GED (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 Undergraduates

**Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2012.**

**Program reporters report students enrolled at any time between August 1 and October 31, 2012.**

State of residence when student was first admitted	FIPS Code	Total first-time degree/certificate-seeking undergraduates (1)	Of students in column 1, those who enrolled <b>within 12 months</b> of high school graduation or receiving their GED (2)
Maryland	24		
Massachusetts	25		
Michigan	26		
Minnesota	27		
Mississippi	28		
Missouri	29		
Montana	30		
Nebraska	31		
Nevada	32		
New Hampshire	33		
New Jersey	34		
New Mexico	35		
New York	36		
North Carolina	37		
North Dakota	38		
Ohio	39		
Oklahoma	40		
Oregon	41		
Pennsylvania	42		
Rhode Island	44		

Part C - Residence of First-time Undergraduates

**Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2012.**

**Program reporters report students enrolled at any time between August 1 and October 31, 2012.**

State of residence when student was first admitted	FIPS Code	Total first-time degree/certificate-seeking undergraduates (1)	Of students in column 1, those who enrolled <b>within 12 months</b> of high school graduation or receiving their GED (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	<input type="text"/>	<input type="text"/>
Total first-time degree/certificate-seeking undergraduates (from Part A)		<input type="text"/>	<input type="text"/>

**You may use the space below to provide context for the data you've reported above.**

Part E - First-Time Student Cohort Retention Rates (Full-time)

**Retention Rates**

**Full-time, First-time Degree/Certificate-Seeking Cohort from Fall 2011**

The Fall 2011 cohort is preloaded based on data reported in the prior year Fall Enrollment survey component.

Academic reporters report retention data as of the institution's official fall reporting date or as of October 15. Program reporters determine the cohort with enrollment any time between August 1 and October 31, 2011 and retention based on August 1, 2012.

The retention rate is calculated by the system after clicking "Save" on the screen. Exclusions are subtracted from the original cohort and the resulting adjusted cohort is used for calculating the retention rate.

**Retention Data Reporting Reminders:**

- Include only **full-time, first-time degree/certificate-seeking** students in this cohort.
- Determine full-time using Fall 2011 attendance status (e.g. if a student was full-time in Fall 2011, report them in the full-time cohort regardless of Fall 2012 status).
- If there are no students to report in the cohort, enter zero. Do not leave the field blank.
- Report in the exclusions box (line E2) the number of students from the cohort who left the institution for any of the following reasons: died or were totally and permanently disabled; to serve in the armed forces (including those called to active duty); to serve with a foreign aid service of the Federal Government (e.g. Peace Corps); or to serve on official church missions.

	Preloaded cohort		Prior year data (Fall 2010 cohort)
<b>FULL-TIME, FIRST-TIME COHORT RETENTION:</b>			
<b>E1</b> Full-time, first-time Fall 2011 cohort		<input type="text"/>	
<b>E2</b> <u>Exclusions</u> from the Fall 2011 cohort		<input type="text"/>	
<b>E3</b> <b>Adjusted</b> Fall 2011 cohort (line E1 - line E2)			
<b>E4</b> Students from Fall 2011 cohort who are <b>still enrolled</b> + students from Fall 2011 cohort who <b>completed their program</b> as of Fall 2012		<input type="text"/>	
<b>E5</b> Full-time, first-time Fall 2011 cohort retention rate (line E4 / line E3)			
		%	%

 You may use the space below to provide context for the data you've reported above.

These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

Part E - First-Time Student Cohort Retention Rates (Part-time)

**Retention Rates**

**Part-time, First-time Degree/Certificate-Seeking Cohort from Fall 2011**

The Fall 2011 cohort is preloaded based on data reported in the prior year Fall Enrollment survey component.


Academic reporters report retention data as of the institution's official fall reporting date or as of October 15. Program reporters determine the cohort with enrollment any time between August 1 and October 31, 2011 and retention based on August 1, 2012.

The retention rate is calculated by the system after clicking "Save" on the screen. Exclusions are subtracted from the original cohort and the resulting adjusted cohort is used for calculating the retention rate.

**Retention Data Reporting Reminders:**

- Include only **part-time, first-time degree/certificate-seeking** students in this cohort.
- Determine part-time using Fall 2011 attendance status (e.g. if a student was part-time in Fall 2011, report them in the part-time cohort regardless of their Fall 2012 status).
- If there are no students to report in the cohort, enter zero. Do not leave the field blank.
- Report in the exclusions box (line E7) the number of students from the cohort who left the institution for any of the following reasons: died or were totally and permanently disabled; to serve in the armed forces (including those called to active duty); to serve with a foreign aid service of the Federal Government (e.g. Peace Corps); or to serve on official church missions.

	Preloaded cohort		Prior year data (Fall 2010 cohort)
<b>PART-TIME, FIRST-TIME COHORT RETENTION:</b>			
<b>E6</b> Part-time, first-time Fall 2011 cohort		<input type="text"/>	
<b>E7</b> <u>Exclusions</u> from the Fall 2011 cohort		<input type="text"/>	
<b>E8</b> <b>Adjusted</b> Fall 2011 cohort (line E6 - line E7)			
<b>E9</b> Students from Fall 2011 cohort who are <b>still enrolled +</b> students from Fall 2011 cohort who <b>completed their program</b> as of Fall 2012		<input type="text"/>	
<b>E10</b> Part-time, first-time Fall 2011 cohort retention rate (line E9 / line E8)			
		%	%

 You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

## Part F - Student-to-Faculty Ratio

Please provide your institution's student-to-faculty ratio (i.e., student-to-instructional staff) for undergraduate programs for Fall 2012. The student-to-faculty ratio and any accompanying context that is provided will be displayed on College Navigator.

**Note: Logic in this item is similar to item I-2 from the Common Data Set data collection.**

[Click here to use a worksheet to help you determine the student-to-faculty ratio](#)

Student-to-faculty ratio	<input type="text"/>	to 1
Student-to-faculty ratio prior year	<input type="text"/>	to 1

 You may use the space below to provide context for the data you've reported above.

These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

Part F - Less Than Four-Year Institutions and Four Year-Institutions Without Graduate Programs Student-to-Faculty Ratio Worksheet

This worksheet is designed to help you determine your institution's student-to-faculty ratio.

Data entered on this worksheet will NOT be collected or saved. Therefore, please PRINT this screen if you would like to refer to the ratio calculation for your institution at a later time.

Note: The logic used for this calculation is similar to item I-2 from the Common Data Set data collection.

Students, Fall 2012		
F1	Total full-time students from Part A	
F2	Total part-time students from Part A	
F3	Full-time equivalent of part-time students (Line F2 * 1/3)	
F4	Total full-time equivalent students (Line F1 + F3)	
Instructional Staff, Fall 2012		
<b>FULL-TIME INSTRUCTIONAL STAFF:</b>		
F5	Number of full-time instructional staff as reported on the HR survey component	<input type="text"/>
<b>Full-Time Instructional Staff Exclusion (Line F6):</b>		
F6	<b>Full-Time Instructional Staff Exclusion:</b> Of the number of full-time instructional staff reported in Line F5, the number teaching exclusively <b>non-credit</b> courses	<input type="text"/>
F7	Total adjusted full-time instructional staff (Line F5 - F6)	
<b>PART-TIME INSTRUCTIONAL STAFF:</b>		
F8	Number of part-time instructional staff as reported on the HR survey component	<input type="text"/>
<b>Part-Time Instructional Staff Exclusion (Line F9):</b>		
F9	Of the number of part-time instructional staff reported in Line F8, the number teaching exclusively <b>non-credit</b> courses	<input type="text"/>
<b>Part-Time Instructional Staff Addition (Line F10):</b>		
F10	Number of administrators, or other staff not reported to IPEDS as instructors, that are teaching a credit course(s) in the Fall	<input type="text"/>
F11	Total adjusted part-time instructional staff (Line F8 - F9 + F10)	
F12	Full-time equivalent of adjusted part-time instructional staff (Line F11 * 1/3)	
F13	Total full-time equivalent instructional staff (Line F7 + F12)	
F14	Student-to-faculty ratio (Line F4/F13)	to 1



Prepared by

<b>This survey component was prepared by:</b>				
<input type="radio"/> Keyholder	<input type="radio"/> SFA Contact	<input type="radio"/> HR Contact	<input type="radio"/> Finance Contact	<input type="radio"/> Other
Name:	<input type="text"/>			
Email:	<input type="text"/>			
How long did it take to prepare this survey component?	<input type="text"/> hours	<input type="text"/> minutes		
<p>The name of the preparer is being collected so that we can follow up with the appropriate person in the event that there are questions concerning the data. The Keyholder will be copied on all email correspondence to other preparers.</p> <p>The time it took to prepare this component is being collected so that we can continue to improve our estimate of the reporting burden associated with IPEDS. Please include in your estimate the time it took for you to review instructions, query and search data sources, complete and review the component, and submit the data through the Data Collection System.</p> <p>Thank you for your assistance.</p>				

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### [Purpose of Survey](#)

The purpose of the Fall Enrollment component of IPEDS is to collect enrollment data on all students enrolled for credit in courses/programs that could lead to awards ranging from postsecondary certificates of less than 1 year to doctoral degrees. Fall enrollment data are collected by level of student, attendance status, race/ethnicity, and gender. In addition, the Fall Enrollment component collects data on the institution's undergraduate entering class, first-time student retention rates, and the student-to-faculty ratio. Every other year data on enrollment by nine selected fields of study are collected, as is residency of first-time degree/certificate-seeking undergraduate students. In opposite years, enrollment by student age is collected.

### [Changes in Reporting](#)

Institutions must report enrollment by distance education status for all students. Institutions must first report whether students are enrolled in no distance education courses, some distance education courses, or exclusively distance education courses. For those students who are enrolled exclusively in distance education courses, institutions must also report the location of the student.

### [General Instructions](#)

### [Reporting Period Covered](#)

For institutions operating on a traditional academic year calendar (semester, trimester, quarter, or 4-1-4), fall enrollment should be reported as of the institution's official fall reporting date or October 15.

For institutions operating on an "other academic calendar," a calendar that differs by program, or enrolls students on a continuous basis (referred to as program reporters), fall enrollment is reported for students enrolled any time during the period August 1 and October 31.

### 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)

### 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 serves as an administrative record
- 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](mailto: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 Directions

### Screening Questions

Before entering any data, a screening question will need to be answered.

#### Part B Selection.

Part B (Enrollment by Age) is optional this year. Indicate whether or not you will complete Part B of the Fall Enrollment survey component this year.

### 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.

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### **Part A - Full-Time Undergraduate Students by Race/Ethnicity and Gender**

On this screen, include all students enrolled for credit, full-time at the undergraduate level. The undergraduate level includes students enrolled in undergraduate level courses or any certificate programs 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 certificate-seeking students**

In column 1, report undergraduate students who have **no prior postsecondary experience** and have enrolled **full-time** with the **intent to earn a certificate** or other formal award. The following are also considered first-time:

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

In order to be considered certificate-seeking, the student must be enrolled in courses for credit and be recognized by the institution as seeking a certificate or other formal award. Dual enrolled high school students are not considered certificate-seeking **Note:** All students eligible to receive federal student financial aid are to be considered certificate-seeking.

**Program Reporters:** Include first-time students who entered your institution between August 1, 2012 and October 31, 2012.

**Academic Reporters:** Student counts reported in column 1 define the initial cohort for reporting graduation rates on the IPEDS Graduation Rates (GR) component to meet Student Right-to-Know reporting requirements. Students reported in this group will become your GR cohort in the reporting year appropriate for your institution.

#### **All other full-time undergraduate students**

In column 2, report the total number of all other (i.e. not first-time) full-time undergraduate students enrolled for credit. This includes:

- students transferring-in to your institution
- continuing certificate-seeking students (i.e. students not new to the institution in the fall, but instead are continuing in their courses/program at the institution)
- non-certificate-seeking students (i.e. students enrolled for credit, but not intending to earn a certificate or formal award or high school students with dual enrollment)

Once you save the data by clicking the 'Verify and Save' button, the 'Total full-time undergraduates' (column 3) will be calculated by the system and display on the survey screen.

### **Part A: Part-time Undergraduate Students**

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

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### **Part A: Enrollment by Distance Education Status**

**On this screen, report all students reported on previous Part A screens.**

**Enrolled exclusively in distance education courses:**

**Students who are enrolled only in courses that are considered distance education courses.**

**Enrolled in some but not all distance education courses:**

**Students who are enrolled in at least one course that is considered a distance education course, but are not enrolled exclusively in distance education courses.**

**Not enrolled in any distance education courses:**

**Students who are not enrolled in any distance education courses.**

**Note:** Requirements for coming to campus for orientation, testing, or academic support services do not exclude a course from being classified as distance education.

**The total undergraduates will be carried forward from the previous Part A screens. The total students reported by distance education status must equal the total students carried forward from prior Part A screens. If the totals are not the same, a fatal error will occur.**

**If there are students reported as enrolled exclusively in distance education courses, further data on the location of these distance education students will need to be reported. Report the number of exclusively distance education students that are located in the same state/jurisdiction as the institution, in a different state/jurisdiction than the institution, in the U.S. but the state/jurisdiction is unknown, and residing outside the U.S.**

**The total students exclusively enrolled in distance education courses will be carried forward from earlier on the screen. If the total students reported by location does not equal the total enrolled exclusively in distance education from above, the "Location unknown/unreported" is calculated.**

### **Part B: Fall Enrollment by Age and Gender**

**Part B is optional this year.** This part is required in odd-numbered years.

This distribution of students should include all students reported in Part A.

#### **Enrollment by Age**

Use institutional records to calculate student age.

**Academic reporters:** report student age as of the institution's official fall reporting date or as of October 15, 2012.

**Program reporters:** report student age as of August 1, 2012.

The totals by gender for each attendance status (full- or part-time) and student level (undergraduate or graduate) will be carried forward from the corresponding Part A screens. When the Part B and Part A totals do not agree, the "Age unknown/unreported" is calculated.

**Note:** If the Part B student count total is larger than the total carried forward from Part A (resulting in a negative value), a fatal error results. In this case, reexamine both the age data and comparable portion of Part A to identify the error and make appropriate corrections.

### **Part C: Residence of First-time Certificate-Seeking Undergraduate Students**

**Part C is optional this year.** This part is required in even-numbered years only.

This distribution of students should include all the **first-time, certificate-seeking undergraduate students** (both full- and part-time) reported in Part A.

#### **Recent High School Graduates Screening Question**

Part C begins with a screening question to determine whether or not your institution has first-time certificate-seeking undergraduate students who enrolled within 12 months of graduating high school or receiving their GED. If the answer is 'Yes', then 2 columns will be reported in Part C, one for all first-time certificate-seeking undergraduates and one for those first-time certificate-seeking undergraduates who enrolled within 12 months of graduating high school or receiving their GED. If the answer is 'No', then only one column for all first-time certificate-seeking undergraduates will display in Part C.

#### **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.

#### **Residence of first-time certificate-seeking undergraduate students**

In column (1), report **all** first-time certificate-seeking undergraduate students, **both full-time and part-time**, by state of residence. The total line for column (1) will be carried forward from the total first-time certificate-seeking undergraduate students reported in Part A. If the sum of the students reported by state of residence in column (1), lines 1-90, does not agree with the total first-time certificate-seeking undergraduates from Part A, the "Residence unknown/unreported" (line 98) will be calculated.

**Note:** When the sum of students by state of residence is larger than the total carried forward from Part A (resulting in a negative value calculated for the "Residence unknown/unreported line"), a fatal error results. In this case, reexamine both the residence data and comparable portion of Part A to identify the error and make appropriate corrections.

If your institution responded 'Yes' to the screening question, the subset of students from column (1) who enrolled within 12 months of graduating from high school or receiving their GED are to be reported again by their state of residence in column (2).

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### **Part E: Retention Rates for the First-Time Degree/Certificate-Seeking Student Cohort**

Retention rates examine the percentage of first-time degree/certificate seeking students enrolled in the fall of the prior year that are either still enrolled in the fall of the current year or have completed their program in that time.

The retention cohorts, full-time and part-time, first-time degree/certificate-seeking undergraduates from Fall 2011, are preloaded from Part A of the prior year Fall Enrollment survey component.

On each retention screen (full-time cohort and part-time cohort screens), institutions must:

- Verify the preloaded Fall 2011 cohort.  
Attendance status (full- or part-time) should be based on the student's Fall 2011 attendance status.
- Report any exclusions for the cohort (see below for allowable exclusions).
- Report the total number of students retained from the Fall 2011 cohort.

**Total students retained = students from Fall 2011 cohort still enrolled as of Fall 2012 + students from Fall 2011 cohort who completed their program as of Fall 2012**

**Academic reporters:** Report students retained as of the institution's official fall reporting date or as of October 15, 2012.

**Program reporters:** Report students retained as of August 1, 2012.

#### **Exclusions:**

Institutions may report exclusions for the Fall 2011 cohort. Allowable exclusions are students who left the institution for any of the following reasons:

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

The system will compute an **adjusted** cohort by subtracting the student exclusions from the original cohort prior to calculating the retention rate.

Retention rates will be computed by the system after clicking 'Save.' The retention rate is calculated as:  
**(Students from Fall 2011 cohort still enrolled + Students from Fall 2011 cohort who completed their program as of Fall 2012/Adjusted Fall 2011 cohort)\*100.**

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### **Part F: Student-to-Faculty Ratio**

**Graduate only institutions do not complete Part F.**

Report the student-to-faculty ratio for undergraduate programs at your institution. A worksheet is available to help determine your institution's ratio. Click on the link from the Part F screen to access the worksheet.

#### **Worksheet for Less Than Four-Year Institutions and Four-Year Institutions without Graduate or Professional Programs**

The worksheet is designed to help institutions determine their student-to-faculty ratio. It is NOT mandatory that you use this worksheet to calculate your student-to-faculty ratio. Data entered on the worksheet will **NOT** be collected or saved. Make sure to **print** the screen in order to refer to the ratio calculation for your institution at a later time.

Please note: The logic used in this calculation is similar to that of item I-2 from the Common Data Set data collection.

#### **FULL- AND PART-TIME STUDENT DATA:**

All student data on the worksheet is either carried forward from Part A or a calculated field.

**Lines F1 and F2.** Total full-time and total part-time students.

The total number of full- and part-time students are carried forward from Part A.

**Line F3.** A full-time equivalent (FTE) of the part-time student count.

The FTE will be calculated as line F2 (total part-time student count) \* 1/3.

**Line F4.** Total FTE students.

This is calculated as the sum of lines F1 (total full-time students) and F3 (FTE of part-time students). Line F4 is used in the ratio calculation.

#### **FULL-AND PART-TIME INSTRUCTIONAL STAFF DATA:**

Lines F5 and F8 should be reported based on data your institution is reporting in the IPEDS Human Resources (HR) survey component. Please work together with the appropriate staff at your institution to ensure that the data used on this worksheet and reported in the HR component are the same.

**In line F5,** report the total number of full-time instructional staff as reported on the HR component.

**In line F8**, report the total number of part-time instructional staff as reported on the HR component.

**Instructional Staff Exclusion for Non-Credit Instructors:**

**In line F6**, report the number of full-time instructional staff reported in line F5 that are teaching exclusively non-credit courses.

**In line F9**, report the number of part-time instructional staff reported in line F8 that are teaching exclusively non-credit courses.

For institutions that have a large amount of non-credit activity, the above exclusions will better align the student data with the instructional staff data being used in the ratio.

**Part-Time Instructional Staff Addition:**

**In line F10**, report the number of administrators or other staff **NOT** reported to IPEDS as instructors (and therefore not included in the instructional staff count reported in line F8) that are teaching a credit course in the Fall.

For institutions that have administrators and other professionals on staff that are not reported to IPEDS as instructors (because it is not their "primary function") but they teach credit courses, the above allowable addition will produce a more accurate ratio.

With the above instructional staff exclusions and part-time instructional staff addition information above, the system will compute the following on the worksheet:

**Line F7.** Total adjusted full-time instructional staff.

The adjusted full-time instructional staff is the total full-time instructional staff, excluding those teaching exclusively non-credit classes. The system will calculate line F7 as line F5 (total full-time instructional staff as reported on the HR component) minus line F6 (total full-time instructional staff teaching exclusively non-credit courses).

**Line F11.** Total adjusted part-time instructional staff.

The adjusted part-time instructional staff is the total part-time instructional staff, excluding those teaching exclusively non-credit classes, and adding those administrators and other staff teaching credit courses. The system will calculate line F11 as line F8 (total part-time instructional staff as reported on the HR component) minus line F9 (total part-time instructional staff teaching exclusively non-credit courses) + line F10 (administrators and other staff teaching credit courses).

**Line F12.** Total FTE of adjusted part-time instructional staff.

The FTE will be calculated as line F11 (total adjusted part-time instructional staff) \* 1/3.

**Line F13.** Total FTE of adjusted instructional staff.

This is calculated as the sum of lines F7 (total adjusted full-time instructional staff) and F12 (FTE of total adjusted part-time instructional staff). Line F13 is used in the ratio calculation.

**Line F14. Student-to-faculty ratio.**

The ratio will be calculated by the system as line F4 (total adjusted FTE students) divided by line F13 (total adjusted FTE instructional staff). The ratio will be displayed on the worksheet as xxx to 1.

**The calculated ratio can then be entered onto the Part F (Student-to-Faculty Ratio) screen.**

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Term	Definition
Adjusted cohort	The result of removing any allowable <u>exclusions</u> from a <u>cohort</u> (or <u>subcohort</u> ). For the <u>Graduation Rates</u> component, this is the cohort from which graduation and transfer-out rates are calculated; for the <u>Fall Enrollment</u> component, it is the cohort for calculating retention rate.
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 <u>credit</u> for the course toward a <u>degree</u> or other formal award.
Black or African American (new definition)	A person having origins in any of the black racial groups of Africa.
Cohort	A specific group of students established for tracking purposes.
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.
Degree/certificate-seeking students	Students enrolled in courses for <u>credit</u> and recognized by the institution as seeking a <u>degree</u> , <u>certificate</u> , or other formal award. High school students also enrolled in postsecondary courses for <u>credit</u> are not considered degree/certificate-seeking.
Dual credit	A program through which high school students are enrolled in <u>Advanced Placement (AP)</u> courses, taught at their high school, that fulfill high school graduation requirements and may earn the student college <u>credits</u> .
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.
Exclusions	Those students who may be removed (deleted) from a <u>cohort</u> (or <u>subcohort</u> ). For the <u>Graduation Rates</u> and <u>Fall Enrollment</u> retention rate reporting, students may be removed from a <u>cohort</u> if they left the institution for one of the following reasons: death or total and permanent disability; service in the armed forces (including those called to active duty); service with a foreign aid service of the federal government, such as the Peace Corps; or service on official church missions.
First-time student (undergraduate)	A student who has no prior postsecondary experience (except as noted below) attending any institution for the first time at the <u>undergraduate level</u> . This includes students enrolled in <u>academic</u> or <u>occupational programs</u> . It also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits earned before graduation from high school).
Full-time student	Undergraduate: A student enrolled for 12 or more <u>semester credits</u> , or 12 or more <u>quarter credits</u> , or 24 or more <u>contact hours</u> a week each term. Graduate: A student enrolled for 9 or more <u>semester credits</u> , or 9 or more <u>quarter credits</u> , or a student involved in thesis or dissertation preparation that is considered full time by the institution. <u>Doctor's degree - Professional practice</u> - as defined by the institution.
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.
Non-degree-seeking student	A student enrolled in courses for <u>credit</u> who is not recognized by the institution as seeking a <u>degree</u> or formal award.
Noncredit course	A course or activity having no <u>credit</u> applicable toward a <u>degree</u> , <u>diploma</u> , <u>certificate</u> , or other formal award.
Official fall reporting date	The date (in the fall) on which an institution must report fall enrollment data to either the state, its board of trustees or governing board, or some other external governing body.
Part-time student	Undergraduate: A student enrolled for either less than 12 <u>semester</u> or <u>quarter credits</u> , or less than 24 <u>contact hours</u> a week each term. Graduate: A student enrolled for less than 9 <u>semester</u> or <u>quarter credits</u> .
Race/ethnicity (new definition)	<p>Categories developed in 1997 by the Office of Management and Budget (OMB) that are 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. The designations are used to categorize U.S. citizens, resident aliens, and other eligible non-citizens. Individuals are asked to first designate ethnicity as:</p> <ul style="list-style-type: none"> <li>• <u>Hispanic or Latino</u> or</li> <li>• <u>Not Hispanic or Latino</u></li> </ul> <p>Second, individuals are asked to indicate all races that apply among the following:</p> <ul style="list-style-type: none"> <li>• <u>American Indian or Alaska Native</u></li> <li>• <u>Asian</u></li> <li>• <u>Black or African American</u></li> <li>• <u>Native Hawaiian or Other Pacific Islander</u></li> </ul>

	<ul style="list-style-type: none"> <li>• <u>White</u></li> </ul>
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.
Residence	A person's permanent address determined by such evidence as a driver's license or voter registration. For entering freshmen, residence may be the legal residence of a parent or guardian.
Retention rate	A measure of the rate at which students persist in their educational <u>program</u> at an institution, expressed as a percentage. For <u>four-year institutions</u> , this is the percentage of first-time bachelors (or equivalent) degree-seeking <u>undergraduates</u> from the previous fall who are again enrolled in the current fall. For all other institutions this is the percentage of first-time <u>degree/certificate-seeking students</u> from the previous fall who either re-enrolled or successfully completed their program by the current fall.
State of residence	A person's permanent address as determined by such evidence as a driver's license or voter registration. For entering freshmen, state of <u>residence</u> may be the legal state of residence of a parent or guardian.
State unknown	Status used when the reporting institution is unable to determine from existing records the home state or <u>residence</u> of the student.
Student-to-faculty ratio	<p>The ratio of FTE students to FTE <u>instructional staff</u>, i.e., students divided by staff.</p> <p>Students enrolled in "stand-alone" graduate or professional programs and instructional staff teaching in these programs are <b>excluded</b> from both full-time and part-time counts.</p> <p>"Stand-alone" graduate or professional programs are those programs such as medicine, law, veterinary, dentistry, social work, or public health, in which faculty teach virtually only graduate-level students (also referred to as "independent" programs).</p> <p>Each FTE value is equal to the number of full-time students/staff plus 1/3 the number of part-time students/staff.</p>
Study abroad	Arrangement by which a student completes part of the college program studying in another country. Can be at a campus <u>abroad</u> or through a cooperative agreement with some other U.S. college or an institution of another country.
Summer session	A summer session is shorter than a regular session and is not considered part of the <u>academic year</u> . It is not the third term of an institution operating on a <u>trimester system</u> or the fourth term of an institution operating on a <u>quarter calendar system</u> . The institution may have two or more sessions occurring in the summer months. Some schools, such as vocational and beauty schools, have year-round classes with no separate summer session.
Undergraduate	A student enrolled in a 4- or 5-year <u>bachelor's degree program</u> , an <u>associate's degree program</u> , or a vocational or technical <u>program</u> below the baccalaureate.
White (new definition)	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

## Fall 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/date for fall enrollment?](#)
- 3) [Should I report students who are studying abroad?](#)
- 4) [In the past I reported first-professional students on this component. Why are there no screens for reporting first-professional students?](#)

### Fall Enrollment by Student Level, Race/Ethnicity and Gender (Part A)

- 2) [Where do I report students if I don't know whether or not they are first-time?](#)
- 3) [If a student enrolled for credit has not indicated whether they intend to earn a degree or certificate, how do I determine whether they are degree/certificate-seeking?](#)
- 4) [Where do I report students who are seeking a second baccalaureate degree?](#)
- 5) [Where do I report a high school student who is enrolled for credit at my institution \(a dual enrolled student\)?](#)
- 6) [Where do I report undergraduate students who enrolled at my institution for the first time this fall, but earned college credits during the prior summer?](#)
- 7) [How do I report a student who earned college credit while in high school \(a dual enrolled student\) and has now graduated high school and enrolled in my institution in the Fall?](#)
- 8) [My institution has students for which gender is unknown. Since there is no place to report "gender unknown" on the IPEDS data collection screens, how should we report these individuals?](#)
- 10) [How do I report foreign students living outside the U.S. who are enrolled in my institution?](#)
- 11) [Are U.S. jurisdictions or territories \(like Guam, the U.S. Virgin Island, etc.\) considered in the U.S. for distance education location reporting?](#)
- 12) [How do I determine location for those students enrolled exclusively in distance education?](#)
- 13) [What should I do if I do not know the location of students enrolled exclusively in distance education courses?](#)

### Fall Enrollment in Selected Fields (Part A, 4-year institutions only)

- 1) [What do I do if my institution does not offer any of the program areas listed on the CIP selection screen?](#)
- 2) [How do I report students in program areas that do not appear on the CIP selection screen?](#)
- 3) [How do I report undergraduates who have not yet declared a major?](#)

### Fall Enrollment by Age (Part B)

- 1) [I am not able to enter a number in the "Age unknown/unreported" box. How do I report students whose ages are unknown?](#)
- 2) [My institution uses age range categories that differ from the ones IPEDS uses in Part B. What should I do?](#)

### Residence of First-Time Undergraduates (Part C)

- 1) [Some first-time undergraduates at my institution are dependents whose parents are in foreign countries on a temporary basis \(e.g., military/diplomatic service\). When reporting residence and migration data, what location do I use?](#)

### Total Undergraduate Entering Class (Part D)

- 1) [What is the difference between the full-time, first-time degree/certificate-seeking cohort \(GRS cohort\) and the undergraduate entering class calculated in Part D?](#)

### Retention Rates for First-Time Undergraduates (Part E)

- 1) [How is the retention rate calculated?](#)  
(Updated: 1/9/2013)
- 2) [How do I report students who changed attendance status \(part-time to full-time or full-time to part-time\) between one fall and the next?](#)
- 3) [Are students on a leave of absence from the institution considered retained?](#)

### Undergraduate Student-to-Faculty Ratio (Part F)

- 1) [How do I calculate my institution's student-to-faculty ratio?](#)
- 2) [Can you provide an example of a stand-alone graduate or professional program \(a program such as medicine, law, veterinary, or dentistry in which faculty teach virtually only graduate-level students\)?](#)
- 3) [My institution has graduate and/or doctors-professional practice programs but does not have any "stand-alone" programs. What should I enter on the student and faculty exclusion line items related to these types of programs on the worksheet for Part F?](#)

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

Students who are not seeking a degree or certificate may be still be enrolled for credit. These students are to be reported in the non-degree/certificate-seeking column.

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**2) What is the reporting period/date for fall enrollment?**

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 the enrollment at an institution at a specific time in the Fall. The date/period used depends on whether the institution is an academic reporter or a program reporter for IPEDS purposes.

**Academic reporters:** Report enrollment as of October 15 or as of the institution's official fall reporting date.  
**Program reporters:** Report enrollment during the 3-month period of August 1 to October 31. If a student enrolls or remains enrolled at any time during that period, the student is included in the fall enrollment counts.

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**3) Should I report students who are studying abroad?**

If the students enroll in your institution, pay tuition to your institution, but attend classes in a foreign country for a short period of time, they should be included in your institution's enrollment report. If your institution serves only an administrative function, even if the student pays tuition to your institution, then do not include these students in your report.

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**4) In the past I reported first-professional students on this component. Why are there no screens for reporting first-professional students?**

Beginning with the 2009-10 collection year, institutions are required to use the new postbaccalaureate degree categories (eliminating the first-professional category and reclassifying those programs). In parts A and B, all postbaccalaureate students are to be reported as graduate students, including doctor's-professional practice students (formerly reported as first-professional).

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**Fall Enrollment by Student Level, Race/Ethnicity and Gender (Part A)**

**2) Where do I report students if I don't know whether or not they are first-time?**

If their status is not indicated directly and the student does not enroll with prior credits or transcripts from another institution, then assume the student is first-time.

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**3) If a student enrolled for credit has not indicated whether they intend to earn a degree or certificate, how do I determine whether they are degree/certificate-seeking?**

If the student has not indicated any intent but is applying for Title IV federal financial aid, assume the student to be degree/certificate-seeking.

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**4) Where do I report students who are seeking a second baccalaureate degree?**

Report these students in the column labeled "Continuing" degree/certificate-seeking students (column 3). This column is intended to capture all degree/certificate-seeking undergraduate students who are not first-time and did not transfer-in to the institution in that Fall.

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**5) Where do I report a high school student who is enrolled for credit at my institution (a dual enrolled student)?**

This student would be reported as non-degree/certificate-seeking. Prior to graduating high school, a student is non-degree/certificate-seeking. Once the student graduates high school they can be classified as degree/certificate-seeking, if appropriate.

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**6) Where do I report undergraduate students who enrolled at my institution for the first time this fall, but earned college credits during the prior summer?**

These students should be reported as first-time undergraduates. The definition of "first-time" allows for students to still be classified as first-time if the college credit they have previously earned occurred in the summer immediately prior to enrollment.

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**7) How do I report a student who earned college credit while in high school (a dual enrolled student) and has now graduated high school and enrolled in my institution in the Fall?**

If the college credit was earned prior to the student graduating high school, then this student would be considered a first-time student in the Fall. The definition of "first-time" allows for students to still be classified as first-time if the college credit they have previously earned was prior to their high school graduation.

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**8) My institution has students for which gender is unknown. Since there is no place to report "gender unknown" on the IPEDS data collection screens, how should we report these individuals?**

These individuals are still to be reported to IPEDS, even though their gender is unknown. It is up to the institution to decide how best to handle reporting individuals whose gender is unknown. However, a common method used is to allocate students with gender unknown based on the known proportion of men to women.

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**10) 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. 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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**11) Are U.S. jurisdictions or territories (like Guam, the U.S. Virgin Island, etc.) considered in the U.S. for distance education location reporting?**

Yes. Students located in a U.S. jurisdiction while they are enrolled in distance education courses should be reported as located in the U.S.

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**12) How do I determine location for those students enrolled exclusively in distance education?**

Location for those students enrolled exclusively in distance education should be their physical location or current address as of your institution's Fall reporting date. If you don't have that, you will have to use the address you have on file for that student.

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**13) What should I do if I do not know the location of students enrolled exclusively in distance education courses?**

If you have no information about the location of students enrolled exclusively in distance education, do not report them in any of the location fields. The system will calculate the number of "Location Unknown" exclusively distance education enrollments.

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**Fall Enrollment in Selected Fields (Part A, 4-year institutions only)**

**1) What do I do if my institution does not offer any of the program areas listed on the CIP selection screen?**

Select "None of the above" on the CIP selection screen and report all students enrolled for credit, regardless of field of study, Full-time and Part-time Enrollment by Race/Ethnicity screens of Part A.

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**2) How do I report students in program areas that do not appear on the CIP selection screen?**

The program areas on the CIP selection screen are the only fields for which enrollment data is collected separately. In addition to reporting enrollment by the selected fields requested, report all students enrolled for credit (regardless of field of study) on the "Full-time and Part-time Enrollment by Race/Ethnicity screens of Part A.

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**3) How do I report undergraduates who have not yet declared a major?**

These students should only be reported on the Full-time and Part-time Enrollment by Race/Ethnicity screens of Part A, where all students enrolled for credit (regardless of field of study) are reported.

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**Fall Enrollment by Age (Part B)**

**1) I am not able to enter a number in the "Age unknown/unreported" box. How do I report students whose ages are unknown?**

The number of students whose age is unknown will be computed by the data collection system. The difference between the sum of students reported by age category in Part B and the corresponding total enrollment reported in Part A results in the number of students whose age is unknown.

If this results in a negative number, a fatal error will appear and you will need to either correct your data or contact the IPEDS Help Desk for assistance.

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**2) My institution uses age range categories that differ from the ones IPEDS uses in Part B. What should I do?**

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

### **Residence of First-Time Undergraduates (Part C)**

**1) Some first-time undergraduates at my institution are dependents whose parents are in foreign countries on a temporary basis (e.g., military/diplomatic service). When reporting residence and migration data, what location do I use?**

The home state could be the student's or parent's official home state, the state where they are registered to vote or pay taxes, or the state issuing their driver's license. If no such information is available, they would be reported under "State unknown"(57).

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### **Total Undergraduate Entering Class (Part D)**

**1) What is the difference between the full-time, first-time degree/certificate-seeking cohort (GRS cohort) and the undergraduate entering class calculated in Part D?**

In addition to the students in the full-time, first-time degree/certificate-seeking cohort, the total undergraduate entering class includes part-time students of the same criteria as well as transfers-in and full- and part-time non-degree/certificate-seeking students that are new to your institution in the Fall.

The entering class is intended to represent all students new to an institution in a given fall and provide context for the GRS cohort. The percent of the entering class that is represented by the institution's GRS cohort is included on College Navigator as a note to the graduation rate data displayed.

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### **Retention Rates for First-Time Undergraduates (Part E)**

**1) How is the retention rate calculated?**  
(Updated: 1/9/2013)

The retention rate is calculated as follows:

#### **4-year Institutions:**

first-time bachelor's degree-seeking students in Fall 2011 who are still enrolled in Fall 2012/(first-time bachelor's degree-seeking students in Fall 2011- cohort exclusions)

#### **2-year and Less-than-2-year Institutions:**

(first-time students in Fall 2011 who are still enrolled in Fall 2012 + first-time students in Fall 2011 who completed their program by Fall 2012)/(first-time students in Fall 2011 - cohort exclusions)

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**2) How do I report students who changed attendance status (part-time to full-time or full-time to part-time) between one fall and the next?**

Report students based on their attendance status in the fall the cohort was initially based on, even if that status changed in the following fall.

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**3) Are students on a leave of absence from the institution considered retained?**

No. Students must be enrolled *for credit* at the institution in the Fall to be considered retained from the previous fall.

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### **Undergraduate Student-to-Faculty Ratio (Part F)**

**1) How do I calculate my institution's student-to-faculty ratio?**

A worksheet has been provided to guide the process of calculating the student-to-faculty ratio for your institution. The worksheet can be accessed from the Part F screen in the Data Collection System.

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**2) Can you provide an example of a stand-alone graduate or professional program (a program such as medicine, law, veterinary, or dentistry in which faculty teach virtually only graduate-level students)?**

An example of a program that would fall into this category (typically a doctor's-professional practice program) is a school of medicine that only awards degrees/certificates at the graduate level and therefore its faculty exclusively (or in some cases almost exclusively) teach graduate students. Programs that are "stand-alone" graduate programs may have some undergraduate students enrolled in their courses, however a "stand-alone" graduate program would only award degrees/certificates at the graduate level. An example of a graduate program that would not meet this criteria is a school of business that has an undergraduate and graduate program and therefore enrolls both types of students and awards degrees/certificates at both levels. Further, the faculty would teach a mix of undergraduate and graduate students. Excluding "stand-alone" graduate programs is intended to make the student-to-faculty ratio closer to an undergraduate student-to-faculty ratio than it would be if these programs were included in the calculation, without overburdening institutions.

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**3) My institution has graduate and/or doctors-professional practice programs but does not have any "stand-alone" programs. What should I enter on the student and faculty exclusion line items related to these types of programs on the worksheet for Part F?**

If your institution does not have any "stand-alone" graduate or professional programs, then enter 0 for students and 0 for faculty in the lines for these types of programs. Most institutions do not have these types of graduate or professional programs, so entering 0 in those lines will be fairly common.

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## Fall Enrollment for non-degree-granting institutions

### Edit specifications for the 2012-13 IPEDS Web-Based Data Collection

#### Fall Enrollment (EF) Component

**Note:** The specifications in this document apply to the institutions listed above. 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 Question

##### Part A: Enrollment of Students by Race/Ethnicity

##### Part B: Enrollment of Students by Age

##### Part C: Residence

##### Part E: Retention Rates

##### Part F: Student-to-Faculty Ratio

#### Screening Question

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

#### Part C Selection

Completion of **Part C: Residence of First-Time Degree/Certificate-Seeking Undergraduates** is optional for this reporting year. Before continuing, you must indicate the following:

- Do you wish to complete Part C this year?
  - If you respond **Yes** to the question above, you are required to complete all screens in **Part C**; if you respond **No**, then **Part C** will not be displayed.

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### Part A: Fall Enrollment by Student Level, Race/Ethnicity and Gender

#### Full-Time Private non-degree-granting Undergraduate Students

**Applicable to private non-degree-granting institutions that reported full-time undergraduate student enrollment in the IC Header survey**

On this screen, you must report the number of **First-time certificate-seeking** and **All other** full-time undergraduate students enrolled in creditable courses at the institution for each applicable race/ethnicity and gender category.

Based on the data entered, the system will calculate the grand total number of full-time undergraduate students enrolled for credit by race/ethnicity and gender.

In addition, for each column of data, the system will calculate the total number of men, total number of women, and grand total (men + women) enrolled for credit by student type.

The system will perform the following edits on the data entered:

- The calculated grand total (men + women) for **Total full-time undergraduate students** must be greater than 0.
- If your institution reported that it enrolls full-time, first-time degree/certificate-seeking undergraduates in Part B of the IC Header survey, you must report students of this type here. If this type of student is not enrolled and you are receiving this message in error, you may contact the IPEDS Help Desk for assistance.
- If your institution reported that it does not enroll full-time, first-time degree/certificate-seeking undergraduates in Part B of the IC Header survey, you are not expected to report this type of student here. If this type of student is enrolled and you are receiving this message in error, you may contact the IPEDS Help Desk for assistance.
- If you reported **First-time certificate-seeking** students on this screen, you are also expected to report students in the **All Other** category.

#### Note:

- **Academic Reporters:** Students should ONLY be considered **First-time** if they enrolled in the institution for the first time in the fall of the current year (or the summer immediately preceding).
- **Program Reporters:** Students should ONLY be considered **First-time** if they enrolled in the institution for the first time between August 1 and October 31 of the current year.
- If the percent of **Total, full-time 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 **Total, full-time undergraduate students** reported in the **Race and ethnicity unknown** category is greater than 80 percent, then a *fatal* error will occur.
- For each gender category, the total number of **First-time certificate-seeking** students is expected to be within a certain range of the **prior year** value, as outlined below:



- If the total number of **First-time certificate-seeking** students reported in the prior year is less than or equal to 25, then the current year value is expected to be between 1 and 30.
- If the total number of **First-time certificate-seeking** students reported in the prior year is between 26 and 100, then the current year value is expected to be with a 40% range of the prior year value.
- If the total number of **First-time certificate-seeking** students reported in the prior year is between 101 and 500, then the current year value is expected to be with a 30% range of the prior year value.
- If the total number of **First-time certificate-seeking** students reported in the prior year is greater than 500, then the current year value is expected to be with a 20% range of the prior year value.
- For each gender category, the total number of **full-time undergraduate students** is expected to be within a certain range of the prior year value, as outlined below:
  - If the total number of **full-time undergraduate students** reported in the **prior year** is less than or equal to 25, then the current year value is expected to be between 1 and 30.
  - If the total number of **full-time undergraduate students** reported in the prior year is between 26 and 100, then the current year value is expected to be with a 40% range of the prior year value.
  - If the total number of **full-time undergraduate students** reported in the prior year is between 101 and 500, then the current year value is expected to be with a 30% range of the prior year value.
  - If the total number of **full-time undergraduate students** reported in the prior year is greater than 500, then the current year value is expected to be with a 20% range of the prior year value.

### Part-Time Private non-degree-granting Undergraduate Students

**Applicable to private non-degree-granting institutions that reported part-time undergraduate student enrollment in the IC Header survey**

On this screen, you must report the number of **First-time certificate-seeking** and **All other** part-time undergraduate students enrolled in creditable courses at the institution for each applicable race/ethnicity and gender category.

Based on the data entered, the system will calculate the grand total number of part-time undergraduate students enrolled for credit by race/ethnicity and gender.

In addition, for each column of data, the system will calculate the total number of men, total number of women, and grand total (men + women) enrolled for credit by student type.

The system will perform the following edits on the data entered:

- The calculated grand total (men + women) for **Total part-time undergraduate students** must be greater than 0.
- If your institution reported that it enrolls part-time, first-time degree/certificate-seeking undergraduates in Part B of the IC Header survey, you must report students of this type here. If this type of student is not enrolled and you are receiving this message in error, you may contact the IPEDS Help Desk for assistance.
- If your institution reported that it does not enroll part-time, first-time degree/certificate-seeking undergraduates in Part B of the IC Header survey, you are not expected to report this type of student here. If this type of student is enrolled and you are receiving this message in error, you may contact the IPEDS Help Desk for assistance.
- If you reported **First-time certificate-seeking** students on this screen, you are also expected to report students in the **All Other** category.

#### Note:

- **Academic Reporters:** Students should ONLY be considered **First-time** if they enrolled in the institution for the first time in the fall of the current year (or the summer immediately preceding).
- **Program Reporters:** Students should ONLY be considered **First-time** if they enrolled in the institution for the first time between August 1 and October 31 of the current year.
- If the percent of **Total, part-time 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 **Total, part-time undergraduate students** reported in the **Race and ethnicity unknown** category is greater than 80 percent, then a *fatal* error will occur.
- For each gender category, the total number of **First-time certificate-seeking** students is expected to be within a certain range of the **prior year** value, as outlined below:
  - If the total number of **First-time certificate-seeking** students reported in the prior year is less than or equal to 25, then the current year value is expected to be between 1 and 30.
  - If the total number of **First-time certificate-seeking** students reported in the prior year is between 26 and 100, then the current year value is expected to be with a 40% range of the prior year value.
  - If the total number of **First-time certificate-seeking** students reported in the prior year is between 101 and 500, then the current year value is expected to be with a 30% range of the prior year value.
  - If the total number of **First-time certificate-seeking** students reported in the prior year is greater than 500, then the current year value is expected to be with a 20% range of the prior year value.
- For each gender category, the total number of **part-time undergraduate students** is expected to be within a certain range of the prior year value, as outlined below:
  - If the total number of **part-time undergraduate students** reported in the **prior year** is less than or equal to 25, then the current year value is expected to be between 1 and 30.
  - If the total number of **part-time undergraduate students** reported in the prior year is between 26 and 100, then the current year value is expected to be with a 40% range of the prior year value.
  - If the total number of **part-time undergraduate students** reported in the prior year is between 101 and 500, then the current year value is expected to be with a 30% range of the prior year value.
  - If the total number of **part-time undergraduate students** reported in the prior year is greater than 500, then the current year value is expected to be with a 20% range of the prior year value.

On this screen, you must report the number of **All undergraduate Students** enrolled at the institution for each of the following categories:

- Enrolled exclusively in distance education courses
- Enrolled in some but not all distance education courses
- Not enrolled in any distance education courses

Based on the data entered, the system will calculate the total of all distance education categories. The total from **Part A** is displayed for your reference.

The system will perform the following edits on the data entered:

- If your institution reported offering distance education opportunities in this year's Institutional Characteristics survey, then the total number of students reported for **Enrolled exclusively in distance education courses** and **Enrolled in some but not all distance education courses** is expected to be greater than 0.
- If your institution reported NOT offering distance education opportunities in this year's Institutional Characteristics survey, then the total number of students reported for **Enrolled exclusively in distance education courses** and **Enrolled in some but not all distance education courses** is expected to be 0.
- If your institution reported that all programs are offered via distance education in this year's Institutional Characteristics survey, then the total number of students reported for **Enrolled in some but not all distance education courses** and **Not enrolled in any distance education courses** is expected to be 0.
- The calculated **Total** number of students reported for all distance education categories must be equal to the **Total from Part A**.

### Fall Enrollment by Distance Education, Page 2

#### Applicable to private non-degree-granting institutions

On this screen, you must report the number of **All undergraduate Students** exclusively enrolled in distance education courses for each of the following location categories:

- Located in the state/jurisdiction of [state/jurisdiction where institution is located]
- Located in the U.S. but not in [state/jurisdiction where institution is located]
- Located in the U.S. but state unknown
- Located outside the U.S.

The total number of students **Enrolled exclusively in distance education courses** from **Fall Enrollment by Distance Education, Page 1** is displayed for your reference. Based on the data entered, the system will calculate the number of students whose location is unknown/unreported.

The system will perform the following edits on the data entered:

- If you report **All Undergraduate Students** in the same location category, then an *explanation* error will occur.
- The calculated value for **Location unknown/unreported** cannot be a negative number. Please correct your values so that the total is not greater than the preloaded **Total students exclusively enrolled in distance education** from **Distance Education, Page 1**.

### Full-Time Public non-degree-granting Undergraduate Students

#### Applicable to public non-degree-granting institutions that reported full-time undergraduate student enrollment in the IC Header survey

On this screen, you must report the number of **First-time certificate-seeking, Other certificate-seeking, and Non-certificate-seeking full-time undergraduate students** enrolled in creditable courses at the institution for each applicable race/ethnicity and gender category.

Based on the data entered, the system will calculate the grand total number of full-time undergraduate students (degree/certificate-seeking + non-degree/non-certificate-seeking) enrolled for credit by race/ethnicity and gender.

In addition, for each column of data, the system will calculate the total number of men, total number of women, and grand total (men + women) enrolled for credit by student type.

The system will perform the following edits on the data entered:

- The calculated grand total (men + women) for **Total full-time undergraduate students** must be greater than 0.
- If your institution reported that it enrolls full-time, first-time degree/certificate-seeking undergraduates in Part B of the IC Header survey, you must report students of this type here. If this type of student is not enrolled and you are receiving this message in error, you may contact the IPEDS Help Desk for assistance.
- If your institution reported that it does not enroll full-time, first-time degree/certificate-seeking undergraduates in Part B of the IC Header survey, you are not expected to report this type of student here. If this type of student is enrolled and you are receiving this message in error, you may contact the IPEDS Help Desk for assistance.
- If you reported **First-time certificate-seeking** students on this screen, you are also expected to report **Other certificate-seeking** and/or **Non-certificate-seeking** students.

#### Note:

- **Academic Reporters:** Students should ONLY be considered **First-time** if they enrolled in the institution for the first time in the fall of the current year (or the summer immediately preceding).
- **Program Reporters:** Students should ONLY be considered **First-time** if they enrolled in the institution for the first time between August 1 and October 31 of the current year.
- If the percent of **Total, full-time 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 **Total, full-time undergraduate students** reported in the **Race and ethnicity unknown** category is greater than 80 percent, then a *fatal* error will occur.
- For each gender category, the total number of **First-time certificate-seeking** students is expected to be within a certain range of the **prior year** value, as outlined below:

- If the total number of **First-time certificate-seeking** students reported in the prior year is less than or equal to 25, then the current year value is expected to be between 1 and 30.
- If the total number of **First-time certificate-seeking** students reported in the prior year is between 26 and 100, then the current year value is expected to be with a 40% range of the prior year value.
- If the total number of **First-time certificate-seeking** students reported in the prior year is between 101 and 500, then the current year value is expected to be with a 30% range of the prior year value.
- If the total number of **First-time certificate-seeking** students reported in the prior year is greater than 500, then the current year value is expected to be with a 20% range of the prior year value.
- For each gender category, the total number of **full-time undergraduate students** is expected to be within a certain range of the prior year value, as outlined below:
  - If the total number of **full-time undergraduate students** reported in the **prior year** is less than or equal to 25, then the current year value is expected to be between 1 and 30.
  - If the total number of **full-time undergraduate students** reported in the prior year is between 26 and 100, then the current year value is expected to be with a 40% range of the prior year value.
  - If the total number of **full-time undergraduate students** reported in the prior year is between 101 and 500, then the current year value is expected to be with a 30% range of the prior year value.
  - If the total number of **full-time undergraduate students** reported in the prior year is greater than 500, then the current year value is expected to be with a 20% range of the prior year value.

### Part-Time Public non-degree-granting Undergraduate Students

#### Applicable to public non-degree-granting institutions that reported part-time undergraduate student enrollment in the IC Header survey

On this screen, you must report the number of **First-time certificate-seeking**, **Other certificate-seeking**, and **Non-certificate-seeking** part-time undergraduate students enrolled in creditable courses at the institution for each applicable race/ethnicity and gender category.

Based on the data entered, the system will calculate the grand total number of part-time undergraduate students (degree/certificate-seeking + non-degree/non-certificate-seeking) enrolled for credit by race/ethnicity and gender.

In addition, for each column of data, the system will calculate the total number of men, total number of women, and grand total (men + women) enrolled for credit by student type.

The system will perform the following edits on the data entered:

- The calculated grand total (men + women) for **Total part-time undergraduate students** must be greater than 0.
- If your institution reported that it enrolls part-time, first-time degree/certificate-seeking undergraduates in Part B of the IC Header survey, you must report students of this type here. If this type of student is not enrolled and you are receiving this message in error, you may contact the IPEDS Help Desk for assistance.
- If your institution reported that it does not enroll part-time, first-time degree/certificate-seeking undergraduates in Part B of the IC Header survey, you are not expected to report this type of student here. If this type of student is enrolled and you are receiving this message in error, you may contact the IPEDS Help Desk for assistance.
- If you reported **First-time certificate-seeking** students on this screen, you are also expected to report **Other certificate-seeking** and/or **Non-certificate-seeking** students.

#### Note:

- **Academic Reporters:** Students should ONLY be considered **First-time** if they enrolled in the institution for the first time in the fall of the current year (or the summer immediately preceding).
- **Program Reporters:** Students should ONLY be considered **First-time** if they enrolled in the institution for the first time between August 1 and October 31 of the current year.
- If the percent of **Total, part-time 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 **Total, part-time undergraduate students** reported in the **Race and ethnicity unknown** category is greater than 80 percent, then a *fatal* error will occur.
- For each gender category, the total number of **First-time certificate-seeking** students is expected to be within a certain range of the **prior year** value, as outlined below:
  - If the total number of **First-time certificate-seeking** students reported in the prior year is less than or equal to 25, then the current year value is expected to be between 1 and 30.
  - If the total number of **First-time certificate-seeking** students reported in the prior year is between 26 and 100, then the current year value is expected to be with a 40% range of the prior year value.
  - If the total number of **First-time certificate-seeking** students reported in the prior year is between 101 and 500, then the current year value is expected to be with a 30% range of the prior year value.
  - If the total number of **First-time certificate-seeking** students reported in the prior year is greater than 500, then the current year value is expected to be with a 20% range of the prior year value.
- For each gender category, the total number of **part-time undergraduate students** is expected to be within a certain range of the prior year value, as outlined below:
  - If the total number of **part-time undergraduate students** reported in the **prior year** is less than or equal to 25, then the current year value is expected to be between 1 and 30.
  - If the total number of **part-time undergraduate students** reported in the prior year is between 26 and 100, then the current year value is expected to be with a 40% range of the prior year value.
  - If the total number of **part-time undergraduate students** reported in the prior year is between 101 and 500, then the current year value is expected to be with a 30% range of the prior year value.
  - If the total number of **part-time undergraduate students** reported in the prior year is greater than 500, then the current year value is expected to be with a 20% range of the prior year value.

On this screen, you must report the number of **Degree/Certificate-seeking** and **Non-Degree/Certificate-seeking** undergraduate students enrolled at the institution for each of the following categories:

- Enrolled exclusively in distance education courses
- Enrolled in some but not all distance education courses
- Not enrolled in any distance education courses

Based on the data entered, the system will calculate the total of all distance education categories by degree/certificate-seeking status. Totals from **Part A** are displayed for your reference.

The system will perform the following edits on the data entered:

- If your institution reported offering distance education opportunities in this year's Institutional Characteristics survey, then the total number of students reported for **Enrolled exclusively in distance education courses** and **Enrolled in some but not all distance education courses** across all status options is expected to be greater than 0.
- If your institution reported NOT offering distance education opportunities in this year's Institutional Characteristics survey, then the total number of students reported for **Enrolled exclusively in distance education courses** and **Enrolled in some but not all distance education courses** across all status options is expected to be 0.
- If your institution reported that all programs are offered via distance education in this year's Institutional Characteristics survey, then the total number of students reported for **Not enrolled in any distance education courses** is expected to be 0.
- For each degree-seeking status, the calculated **Total** number of students for all distance education categories must be equal to the **Total from Part A**.

### Fall Enrollment by Distance Education, Page 2

#### Applicable to public non-degree-granting institutions

On this screen, you must report the number of **Degree/Certificate-seeking** and **Non-Degree/Certificate-seeking** undergraduate students exclusively enrolled in distance education courses for each of the following location categories:

- Located in the state/jurisdiction of [state/jurisdiction where institution is located]
- Located in the U.S. but not in [state/jurisdiction where institution is located]
- Located in the U.S. but state unknown
- Located outside the U.S.

For each degree/certificate seeking status, the total number of students **Enrolled exclusively in distance education courses** from **Fall Enrollment by Distance Education, Page 1** is displayed for your reference. Based on the data entered, the system will calculate the number of students whose location is unknown/unreported.

The system will perform the following edits on the data entered:

- For each degree-seeking status, if you report all students under the same location category an *explanation* error will occur.
- For each degree-seeking status, the calculated value for **Location unknown/unreported** cannot be a negative number. Please correct your values so that the total of each status is not greater than the preloaded **Total students exclusively enrolled in distance education** from **Distance Education, Page 1**.

### Fall Enrollment Summary

This screen displays a summary of the data reported in **Part A** of this survey, including **Total full-time students**, **Total part-time students**, and **Grand total, all students** enrolled at the institution by race/ethnicity and gender.

The system will perform the following edit on the data entered:

- The calculated **Grand Total (men + women)** enrolled must be greater than 0.

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### Part B: Fall Enrollment by Age and Gender

In **Part B** you must report the number of students enrolled for credit at the institution by age distribution and gender for each of the following student types (as applicable based on enrollment reported in the IC Header survey):

- Full-time undergraduate
- Part-time undergraduate

For each applicable type of student, the system will calculate the total number of students reported in **Part B** by gender and subtract this value from the corresponding total from **Part A** to determine the number of students with **Age unknown/unreported**.

The system will perform the following edits on the data entered for each applicable student type:

- If the number of **Men** reported is greater than 0, then you are expected to report enrollment for the corresponding student type in **Part A**.
- If the number of **Women** reported is greater than 0, then you are expected to report enrollment for the corresponding student type in **Part A**.
- For each gender category, the number of full-time undergraduate students with **Age unknown/unreported** must be greater than or equal to 0.  
**Note:** If this number is less than 0, it is because the sum of men and women from all age groups is greater than the number of students reported for the corresponding student type in **Part A**. Corrections must be made to the data in one or both parts to resolve the *fatal* error that will occur.
- For each gender category, the number of students with **Age unknown/unreported** must be less than 20% of the number of students reported for the corresponding student type in **Part A**.

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### Part C: Residence

Applicable to institutions that answered Yes to the Part C Selection screening question at the beginning of the survey

Screening Question

You must answer **Yes** or **No** to the following screening question. The answer given here will determine which screens your institution is shown.

- Did any of the first-time, degree/certificate-seeking undergraduate students reported in Part A enroll within 12 months of graduating from high school or receiving their GED?

The system will perform the following edit on the data entered:

- If your institution reported that you enroll full-time, first-time degree/certificate seeking undergraduate students in Part B of the IC Header survey, then you are expected to respond **Yes** to the screening question above.

### First-time Residence (3 screens)

#### Applicable to institutions that answered Yes to the Part C Screening Question

On these screens you must report the number of first-time, degree/certificate-seeking undergraduate students enrolled in the institution (**column 1**), and the number of these students who enrolled within 12 months of graduating from high school or receiving their GED (**column 2**) by **State of residence when student was first admitted**. This includes all states and US territories, along with additional "State Unknown" and "Foreign Countries" categories, each with its own unique 2-digit **FIPS Code**.

On the final screen in **Part C**, the system will calculate the number of students with **Residence unknown/unreported** (FIPS Code 98) by subtracting the sum of all students entered in **column 1** from the total number of first-time, degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**.

The system will perform the following edits on the data entered:

- For each **FIPS Code**, the number of students reported in **column 1** must be greater than the number of students reported in **column 2**.
- The total number of students entered in **column 2** must be greater than 0.
- The total number of students entered in **column 2** must be greater than or equal to 20% of the total number of students entered in **column 1**.
- The number of students with **Residence unknown/unreported** must be greater than or equal to 0.  
**Note:** If this number is less than 0, it is because the total number of students entered in **column 1** is greater than the total number of first-time, degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**. Corrections must be made to the data in one or both parts to resolve the *fatal* error that will occur.
- The number of students with **Residence unknown/unreported** must be less than or equal to 20% of the total number of first-time, degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**.  
**Note:** You must report state of residence for the maximum number of students possible. If you are unable to provide at least 20% of residences, you must enter an explanation.
- If you reported residence data for **First-time degree/certificate-seeking undergraduates** in **Part C**, you are also expected to report **First-time undergraduate students** (either full-time or part-time) in **Part A**.
- The number of students from **State Unknown** (FIPS Code 57) is expected to be less than or equal to 20% of the total number of first-time, degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**.
- **Applicable to public institutions only.** The total number of first-time, degree/certificate seeking undergraduate students in your institution's "home state" is expected to be greater than or equal to 20% of the total number of first-time, degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**.

### First-time Residence (3 screens)

#### Applicable to institutions that answered No to the Part C Screening Question

On these screens you must report the number of first-time, degree/certificate-seeking undergraduate students enrolled in the institution (**column 1**) by **State of residence when student was first admitted**. This includes all states and US territories, along with additional "State Unknown" and "Foreign Countries" categories, each with its own unique 2-digit **FIPS Code**.

On the final screen in **Part C**, the system will determine the number of students with **Residence unknown/unreported** (FIPS Code 98) by subtracting the sum of all students entered in **column 1** from the total number of first-time, degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**.

The system will perform the following edits on the data entered:

- The number of students with **Residence unknown/unreported** must be greater than or equal to 0.  
**Note:** If this number is less than 0, it is because the total number of students entered in **column 1** is greater than the total number of first-time, degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**. Corrections must be made to the data in one or both parts to resolve the *fatal* error that will occur.
- The number of students with **Residence unknown/unreported** must be less than or equal to 20% of the total number of first-time, degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**.  
**Note:** You must report state of residence for the maximum number of students possible. If you are unable to provide at least 20% of residences, you must enter an *explanation*.
- If you reported residence data for **First-time degree/certificate-seeking undergraduates** in **Part C**, you are also expected to report **First-time undergraduate students** (either full-time or part-time) in **Part A**.
- The number of students from **State Unknown** (FIPS Code 57) is expected to be less than or equal to 20% of the total number of first-time degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**.
- **Applicable to public institutions only.** The total number of first-time, degree/certificate seeking undergraduate students in your institution's "home state" is expected to be greater than or equal to 20% of the total number of first-time, degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**.

In **Part E**, you must report the retention rates for the **Full-time, first-time cohort** and the **Part-time, first-time cohort**.

**Note:** Academic reporters report retention data as of the institution's official fall reporting date or as of October 15. Program reporters report retention data on students enrolled in the institution at any time between August 1 and October 31.

#### **Full-time, first-time cohort retention**

You must report the number of students in the **Full-time, first-time Fall 2011 cohort** (E1), as well as any **Exclusions from the cohort** (E2). Once the screen is saved, the system will display the difference between the two in the **Adjusted cohort** (E3) field.

In addition, the number of **Students from Fall 2011 still enrolled plus students from Fall 2011 who completed their program as of Fall 2012** (E4) must be reported in order to determine the **Full-time, first-time Fall 2011 cohort retention rate** (E5) percentage.

The system will perform the following edits on the data entered:

- The **Full-time, first-time Fall 2011 cohort** (E1) is expected to be within a certain range of the **Prior year data**, as outlined below:
  - If the preloaded cohort for **E1** is less than 25, then the current year amount must be between 0 and the preloaded amount plus 10.
  - If the preloaded cohort for **E1** is between 25 and 99, then the current year amount must be within a 30% range of that amount.
  - If the preloaded cohort for **E1** is between 100 and 499, then the current year amount must be within a 20% range of that amount.
  - If the preloaded cohort for **E1** is greater than or equal to 500, then the current year amount must be within a 10% range of that amount.
- The full-time, first-time cohort entered must be less than or equal to the total number of full-time, first-time students reported in last year's Fall Enrollment survey component.
- If the **Full-time, first-time Fall 2011 cohort** is greater than 0, then the **Exclusions from the cohort** must be less than 50% of this value.
- If the **Adjusted cohort** is greater than 0 and **E1** is greater than 5, then the number of **Students from Fall 2011 cohort still enrolled as of Fall 2012** is expected to be greater than 0.
- The number of **Students from Fall 2011 cohort still enrolled as of Fall 2012** (E4) must be less than the **Adjusted cohort**.
- The number of students reported for **E4** is expected to be greater than or equal to 15% of the Adjusted cohort.
- If the number of students reported for **E4** is equal to the Adjusted cohort, then you must confirm a retention rate of 100% for that cohort.
- If you reported enrollment for full-time, first-time students in last year's Fall Enrollment survey or this year's Institutional Characteristics Header component, then you are expected to report full-time, first-time students on this screen. If this type of student is not enrolled and you are receiving this message in error, you may contact the IPEDS Help Desk for assistance.
- If you did **not** report enrollment for full-time, first-time students in last year's Fall Enrollment survey or this year's Institutional Characteristics Header component, then you are **not** expected to report full-time, first-time students on this screen. If this type of student is enrolled and you are receiving this message in error, you may contact the IPEDS Help Desk for assistance.
- The value reported for **E5** is expected to be within 15% of the prior year retention rate.

#### **Part-time, first-time cohort retention**

You must report the number of students in the **Part-time, first-time Fall 2011 cohort** (E6), as well as any **Exclusions from the cohort** (E7). Once the screen is saved, the system will display the difference between the two in the **Adjusted cohort** (E8) field.

In addition, the number of **Students from Fall 2011 still enrolled plus students from Fall 2011 who completed their program as of Fall 2012** (E9) must be reported in order to determine the **Part-time, first-time Fall 2011 cohort retention rate** (E10) percentage.

The system will perform the following edits on the data entered:

- The **Part-time, first-time Fall 2011 cohort** (E6) is expected to be within a certain range of the **Preloaded cohort**, as outlined below:
  - If the preloaded cohort for **E6** is less than 25, then the current year amount must be between 0 and the preloaded amount plus 10.
  - If the preloaded cohort for **E6** is between 25 and 99, then the current year amount must be within a 30% range of that amount.
  - If the preloaded cohort for **E6** is between 100 and 499, then the current year amount must be within a 20% range of that amount.
  - If the preloaded cohort for **E6** is greater than or equal to 500, then the current year amount must be within a 10% range of that amount.
- The part-time, first-time cohort entered must be less than or equal to the total number of part-time, first-time students reported in last year's Fall Enrollment survey component.
- If the **Part-time, first-time Fall 2011 cohort** is greater than 0, then the **Exclusions from the cohort** must be less than 50% of this value.
- If the **Adjusted cohort** is greater than 0 and **E6** is greater than 5, then the number of **Students from Fall 2011 cohort still enrolled as of Fall 2012** is expected to be greater than 0.
- The number of **Students from Fall 2011 cohort still enrolled as of Fall 2012** (E9) must be less than the **Adjusted cohort**.
- If the number of students reported for **E9** is equal to the **Adjusted cohort**, then you must *confirm* a retention rate of 100% for that cohort.

- If you reported enrollment for part-time, first-time students in last year's Fall Enrollment survey or this year's Institutional Characteristics Header component, then you are expected to report part-time, first-time students on this screen. If this type of student is not enrolled and you are receiving this message in error, you may contact the IPEDS Help Desk for assistance.
- If you did not report enrollment for part-time, first-time students in last year's Fall Enrollment survey or this year's Institutional Characteristics Header component, then you are not expected to report part-time, first-time students on this screen. If this type of student is enrolled and you are receiving this message in error, you may contact the IPEDS Help Desk for assistance.
- The value reported for **E10** is expected to be within 15% of the prior year retention rate.

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### Part F: Student-to-Faculty Ratio

On this screen, you must report your institution's **Student-to-faculty ratio** (e.g., student-to-instructional staff ratio) for Fall 2012 using the ratio format provided. Additional resources are available, including the prior year student-to-faculty ratio, and a worksheet for assistance in determining your institution's student-to-faculty ratio.

**Note:** The student-to-faculty ratio and any accompanying context provided on this screen will be displayed on College Navigator.

The system will perform the following edits on the data entered:

- The ratio entered here is expected to be greater than 0 to 1.
- If the ratio entered is greater than 50 to 1, then a *fatal* error will occur.
- The ratio entered must be within a certain range of the **prior year** amount, as outlined below:
  - If the prior year amount entered is between 0 and 10 to 1, then the current year amount must be within 5 integers of that amount.
  - If the prior year amount entered is greater than 10 to 1, then the current year amount must be within a 50% range of that amount.

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