



# 12-month Enrollment (E12) 2010-11

National Center for Education Statistics (NCES)  
&  
Association for Institutional Research (AIR)

This project has been funded at least in part with Federal funds from the U.S. Department of Education under contract number ED-IES-09-C-0006. The content of this publication does not necessarily reflect the views or policies of the U.S. Department of Education nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. Government.

## Welcome

- Collected each fall
- Tutorial includes
  - Overview
  - What's New
  - Step-by-Step





## Overview of the IPEDS 12-month Enrollment Survey (E12)

### Collection Cycle

- Part of the fall collection
  - Opens early September
  - Closes mid-October
  - Usually open 6 weeks for keyholders to enter and lock information
  - Stays open 8 weeks for IPEDS coordinators



## Reporting Compliance

- Provides data for postsecondary education analysis and consumer information
- All postsecondary institutions receiving Title IV financial aid must complete IPEDS surveys
  - Fines imposed for failure to comply
  - Loss of Title IV funding may occur



## Reporting Period

- Report enrollment information for a 12-month period
  - Beginning July 1<sup>st</sup> of the previous year through June 30<sup>th</sup> of the current year
  - or**
  - Beginning September 1<sup>st</sup> of the previous year through August 31<sup>st</sup> of the current year



## Unduplicated Counts

- Count a student once
- By student demographics
  - Gender
  - Race/Ethnicity
  - Student level



## Instructional Activity

- Report all activity for all students in the reporting period
  - Undergraduate
    - Credit hours
    - Contact hours
  - Graduate
    - Credit hours



## Units of Measurement

- One Credit hour
  - Represents the equivalent of an hour (50 minutes) of instruction per week over the entire term
- One Contact hour
  - Represents an hour of scheduled student instruction
  - Also referred to as a clock hour



## Full-time Equivalent (FTE)

- Calculated from reported instructional activity
- May enter own data



## Where the Data are Used

- Displayed as a measure in the IPEDS Data Feedback Report (DFR)
- Used to produce student full-time equivalent (FTE) information in NCES publications



## Context Boxes

- Provided to further explain responses
- Information may be displayed on College Navigator

[www.nces.ed.gov/collegenavigator](http://www.nces.ed.gov/collegenavigator)





## What's New for 12-month Enrollment (E12) 2010-11

### What's New for 2010-11

- Mandatory to report using new postbaccalaureate degree classifications
- Column for reporting First Professional count is eliminated
- Report instructional activity for professional programs as graduate activity



## What's New for 2010-11

- Last year to report race/ethnicity using the old or mixed categories
- If the new race/ethnicity categories were used in 2009-10 then the institution **must** use the new categories this year



## 12-month Enrollment (E12) Step-by-Step

## Data Collected

- Part A: Unduplicated 12-month enrollment by race/ethnicity, gender, and student level
- Part B: 12-month instructional activity



## Unduplicated Counts

- Count each student **only once** during the 12-month period
  - Example: If a student enrolls in the fall term, drops out in winter, and enrolls again in spring, count the student only once
  - Example: If a student is an undergraduate in the fall and graduate in the spring, count only once – at the highest level enrolled



## Who to Count

- Students enrolled in courses for credit, including:
  - High school students taking college courses
  - Overseas students enrolled in U.S. courses
  - Graduate students enrolled for thesis credit
  - Full-time students taking remedial courses if considered degree-seeking for financial aid purposes



## Undergraduate vs. Graduate

- Students who already hold a baccalaureate degree
  - If enrolled as an undergraduate to take additional undergraduate courses, count as an undergraduate student
  - If admitted with graduate standing, count as graduate student, regardless of whether student is taking undergraduate level courses
- Count students only once



## Who NOT to Count

- Students enrolled exclusively in noncredit courses
  - Students taking only CEU's
  - Students exclusively auditing classes
- Students studying abroad if their enrollment at the institution is only an administrative record
- Students in any branch campus located in a foreign country



## Instructional Activity Units

- One Credit Hour
  - Represents the equivalent of an hour (50 minutes) of instruction per week over the entire term
- One Contact Hour
  - Represents an hour of scheduled student instruction
- Undergraduate level activity
  - Option of contact and credit hour reporting
- Graduate level activity
  - Credit hour reporting only



## Screening Questions

### 12-Month Reporting Period and Instructional Activity Units

Which 12-month period you will use to report your unduplicated count and instructional activity hours?

- July 1, 2009 through June 30, 2010
- September 1, 2009 through August 31, 2010

Undergraduate instructional activity data may be reported in Part B in units of contact hours or credit hours.

Which instructional activity units will you use to report undergraduate instructional activity?

Please note that any graduate student instructional activity must be reported in credit hours.

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

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



## Screening Questions Race/Ethnicity

- Which method of reporting race and ethnicity will you use for this component?
  - 9 New categories
  - 7 Old categories
  - 14 Mixed categories



12-month Unduplicated Count by Race/Ethnicity and Gender for the 2009-10 Reporting Period		
<ul style="list-style-type: none"> <li>• Report Hispanic/Latino individuals of any race as Hispanic/Latino</li> <li>• Report race for non-Hispanic/Latino individuals only</li> </ul>		
<ul style="list-style-type: none"> <li>• REMINDER: Report ALL postbaccalaureate degree and certificate students as graduate students, including any Doctor's - professional practice students (formerly first-professional)</li> </ul>		
Students enrolled for credit	Undergraduate students	Graduate students
<b>Men</b>		
Nonresident alien	<input type="text"/>	<input type="text"/>
Hispanic/Latino	<input type="text"/>	<input type="text"/>
American Indian or Alaska Native	<input type="text"/>	<input type="text"/>
Asian	<input type="text"/>	<input type="text"/>
Black or African American	<input type="text"/>	<input type="text"/>
Native Hawaiian or Other Pacific Islander	<input type="text"/>	<input type="text"/>
White	<input type="text"/>	<input type="text"/>
Two or more races	<input type="text"/>	<input type="text"/>
Race and ethnicity unknown	<input type="text"/>	<input type="text"/>
<b>Total men</b>		
Total men prior year		
<b>Women</b>		
Nonresident alien	<input type="text"/>	<input type="text"/>
Hispanic/Latino	<input type="text"/>	<input type="text"/>
American Indian or Alaska Native	<input type="text"/>	<input type="text"/>
Asian	<input type="text"/>	<input type="text"/>
Black or African American	<input type="text"/>	<input type="text"/>
Native Hawaiian or Other Pacific Islander	<input type="text"/>	<input type="text"/>
White	<input type="text"/>	<input type="text"/>
Two or more races	<input type="text"/>	<input type="text"/>
Race and ethnicity unknown	<input type="text"/>	<input type="text"/>
<b>Total women</b>		
Total women prior year		
<b>Grand total (2009-10)</b>		



## Prior Year Data

<b>Prior year data:</b>	
Unduplicated headcount (2008-09)	
Total enrollment Fall 2009	
<i>NOTE: Grand total (2009-10) calculated above is expected to be greater than Total enrollment Fall 2009.</i>	



## Contact Hour Reporters

- Undergraduate Instructional Activity
- Report in units of contact hours
- Contact Hour Value = number of hours of instruction each week x the number of weeks the course meets
- Example:  
$$\begin{array}{r} 15 \text{ weeks} \\ \times 3 \text{ hours/week} \\ \hline = 45 \text{ contact hours} \end{array}$$



## Contact Hour Activity

- Multiply the contact hour value of the course by the number of students enrolled in the course for credit
  - The number of students is determined at the close of the official add period for each term
  - If no official add period, report as of the 15th day of each regular term and the 5th day of each summer or short term



## Calculate Contact Hour Activity

Program	Weeks	Hrs/wk	Students	Total Contact Hrs
Course 1	45	4	10	1,800
Course 2	30	3	5	450
Course 3	15	2	10	300
Total				= 2,550



## Special Instructions

- Instructional activity for each course should only be reported for the number of weeks which fall within the 12-month period
- For example, if only 40 weeks of a 64 week course fall within the 12-month period, use 40 weeks



# Instructional Activity

## 12-month Instructional Activity for the 2009-10 Reporting Period

**REMINDER:** When reporting credit hour activity at the graduate level report ALL postbaccalaureate credit activity, including any Doctor's - professional practice activity (formerly first-professional).

	2009-10 total activity	Prior year data
<b>Undergraduate level:</b>		
Contact hour activity	<input type="text"/>	
Credit hour activity	<input type="text"/>	
<b>Graduate level:</b>		
Credit hour activity	<input type="text"/>	



# Credit Hour Reporters

- Report in units of credit hours
- Only use both credit and contact hours if some undergraduate programs are measured in contact hours and others in credit hours
- If the institution uses a different measure, select credit hours and convert the instructional activity offered to credit hour equivalent



## Credit Hour Activity

- Multiply the credit hour value of the course by the number of students enrolled in the course for credit
  - The number of students is determined at the close of the official add period
  - If no official add period, report as of the 15th day of each regular term and the 5th day of each summer or short term
- Example:  
$$\begin{array}{r} 3\text{-credit course} \\ \times 30 \text{ students enrolled} \\ \hline = 90 \text{ credit hours} \end{array}$$



## Calculate Credit Hour Activity

Program	Credit Hours	Students	Total Credit Hrs
Course 1	3	20	60
Course 2	5	10	50
Course 3	4	15	60
Total			= 170



## Special Instructions

- Partition courses that serve both undergraduates and graduates based on the enrollment level of the student
- Example: A 3-credit course has 5 graduate students and 10 undergraduate students enrolled
  - Undergraduate credit hour activity is 30 hours (3 credits X 10 students)
  - Graduate credit hour activity is 15 hours (3 credits X 5 students)



## Instructional Activity

**12-month Instructional Activity for the 2009-10 Reporting Period**

**REMINDER: When reporting credit hour activity at the graduate level report ALL postbaccalaureate credit activity, including any Doctor's - professional practice activity (formerly first-professional).**

	2009-10 total activity	Prior year data
<b>Undergraduate level:</b>		
Contact hour activity	<input type="text"/>	
Credit hour activity	<input type="text"/>	
<b>Graduate level:</b>		
Credit hour activity	<input type="text"/>	



## Full-time Equivalent (FTE)

Based on the instructional activity hours reported above and your institution's calendar system, the estimated full-time equivalent (FTE) student enrollment is:

	2009-10	Prior year data
Undergraduate student FTE		
Graduate student FTE		
Total FTE students		
Calendar system (as reported on the prior year IC survey component):		
The FTE estimates above were calculated using an <a href="#">FTE Calculation Method</a> .		



## Full-time Equivalent (FTE)

- A measurement equal to one student enrolled full time for one academic year
- Total FTE enrollment includes full-time enrollment plus the calculated equivalent of the part-time enrollment



## Calculated FTE

- Contact hour system:
  - Contact hours / 900
- Quarter calendar system:
  - Undergraduate credit hours / 45
  - Graduate credit hours / 36
- Semester, 4-1-4, or other academic calendar:
  - Undergraduate credit hours / 30
  - Graduate credit hours / 24



## Reasonable FTE

- Calculated FTE estimate should be reasonable
- Example Unduplicated head count:
  - 1,000 Full-time students
  - 150 Part-time students
  - 1,800 Estimated FTE – **Not Reasonable**



## Institutionally Entered FTE

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

If they are not accurate, and you have reported the correct instructional activity hours above, click 'Yes' below and save the page. The system will then give you the opportunity to report more accurate FTE numbers. This option should be used **ONLY** if you use a different calculation that leads to more accurate numbers.

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

NCES uses the estimated FTE enrollment to calculate indicators such as expenses by function per FTE reported in the IPEDS Data Feedback Report. **ONLY if the estimate above is not reasonable for your institution**, please provide your best estimate of undergraduate and graduate FTE for the 12-month reporting period:

	2009-10	Prior year data
Undergraduate student FTE	<input type="text"/>	
Graduate student FTE	<input type="text"/>	
Total FTE students		



## Reporting Compliance

- All postsecondary institutions receiving Title IV financial aid must complete IPEDS surveys
- NCES reports non-compliant institutions to the Office of Federal Student Aid (FSA)
- Fines imposed for failure to comply may be as high as \$27,500
- Loss of Title IV funding may occur



## Help and Resources

IPEDS Help Desk

Phone: 1-877-225-2568

Email: [ipedshelp@rti.org](mailto:ipedshelp@rti.org)

