

DUE DATE: NOVEMBER 15, 2004

**FINAL FALL DEGREE-CREDIT ENROLLMENT
FALL 2004**

Institution Name	SEDCODE:
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THE INFORMATION PROVIDED ON THIS FORM SHOULD CONTAIN DATA FOR ONLY THE INSTITUTION LISTED ABOVE. If multi-campus institutions have questions concerning which branches to include, please e-mail State Education Department staff at heds@mail.nysed.gov or phone 518-474-5091.

- Institutions are expected to submit forms electronically using the Microsoft Access forms available from the ORIS web site at <http://www.highered.nysed.gov/oris/>. Most forms are available both as paper forms and as electronic forms (Microsoft Access) with built in edits. Electronic forms must first be downloaded in order to enter data and then returned by e-mail to heds@mail.nysed.gov. Three forms are only available in paper format (Word, PDF): Current College Catalog (CATALOG), Audited Financial Statement (F.AUDIT) and Coordinator's Survey (NYSED-SUR1).
- Return completed paper forms by:

Mail:	Or Fax:
NYS Education Department Office of Research and Information Systems Room 964 Education Building Annex Albany, NY 12234	518-474-1907
- With the exception of the Bundy form (NYSED-2) do not make a duplicate paper submission of an electronic data submission. Independent institutions participating in the Bundy program must provide a paper copy printed from their electronic submission in order to affix the required notarized signature and seal.
- Retain a copy of the completed form in your files in case there's a need for clarification.
- If you anticipate a delay in returning this form, request an extension in writing by e-mail, fax or mail stating the reason for the delay and the anticipated submission date.
- If you have questions regarding completion of the form, please contact the Office of Research and Information Systems at:
E-Mail: heds@mail.nysed.gov
Fax: (518) 474-1907
Phone: (518) 474-5091

IMPORTANT: FOR PAPER SUBMISSIONS PLEASE RETURN THIS COVER PAGE AND ALL PAGES EXCEPT INSTRUCTIONS EVEN IF THEY CONTAIN NO DATA.

**The University of the State of New York
THE STATE EDUCATION DEPARTMENT
Office of Research and Information Systems
Higher Education Data System**

DUE DATE: NOVEMBER 15, 2004

Form Processing Information

Form:	NYSED-2.4 FINAL FALL DEGREE-CREDIT ENROLLMENT
SEDCODE:	
Institution Name:	

Respondent Information

Name:			
Title:			
Telephone: ()	Ext.	Facsimile No.: ()	Ext.
E-Mail Address:			

TOTAL -- (Check box if all applicable branches are included).

Otherwise list branches below.

List branches Included:	List <i>applicable</i> branches not included:

Indicate **Time Required** to retrieve information from files and complete this form.

Hours spent by all staff (whole numbers)	
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Notes and Explanations regarding data provided and/or comments about this form and its completion.

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Institution Name:				
If there are <i>no</i> changes to your institution's enrollment as previously submitted on form NYSED-2.4A, Preliminary Fall Enrollment, check here <input type="checkbox"/> return to the address below along with the cover page and completed form processing page. You need not complete this page.				
Level of Student	Line No.	Full-time (1)	Part-time (2)	Total Full-time and Part-time (3)
Undergraduate (total lines 2 and 3)	1			
Enrolled in a program(degree-seeking)	2			
Not enrolled in a program (non-degree-seeking)	3			
First-Professional	4			
Graduate	5			
Total (Sum of lines1, 4 and 5)	6			
New first-time freshmen included in line 2 (degree-seeking)	7			
All other new first-time undergraduates enrolled in credit courses(included in line3) Does not include transfer students.	8			

Lines 1, 4 and 5 should include degree-seeking students as well as all other students enrolled for credit, sometimes referred to as non-matriculated or non-degree seeking students.

The preferred method for submitting this form is electronic using our Access form, which has built-in edits. To submit electronically, download and complete the Microsoft Access version from the ORIS web site, <http://www.highered.nysed.gov/oris/>, and follow the instructions there for submitting the Access file by e-mail to heds@mail.nysed.gov. For paper submissions, please return one completed copy (all pages, except instructions) and retain a copy in your files in the event your institution needs to be contacted for clarification. The completed copy should be submitted by November 15, 2004 to:

Fax: (518) 474-1907
 Mail: The New York State Education Department
 Office of Research and Information Systems
 Room 964, Education Building Addition
 Albany, New York 12234

E-mail: heds@mail.nysed.gov

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**FINAL FALL DEGREE-CREDIT ENROLLMENT
FALL 2004**

This survey requests fall degree-credit enrollment that will be used by the Department as the official enrollment at your institution.

The enrollment reported on this form should be consistent with the enrollment reported by your institution to NCES on form IPEDS-EF1/EF2, Fall Enrollment Survey. The definitions and instructions used here are intended to be consistent with those found on the IPEDS forms, specifically IPEDS-EF1 and IPEDS-EF2. If you have any questions regarding the completion of this survey, call (518) 474-5091 or e-mail to HEDS@mail.nysed.gov. If you anticipate a delay in returning the form, request an extension in writing by fax (518:474-1907), mail or e-mail stating the reason for the delay and the anticipated submission date.

If your institution is unable to report on requested data because it is not collected, then steps must be taken to begin collecting that information. The inclusion of data elements in HEDS forms constitutes a request by the Regents for your institution to collect and report on those items for their planning purposes.

GENERAL INSTRUCTIONS

1. **Period of the report** - Report fall enrollment as of the institution's official fall reporting date or October 15.
2. **Students to include in this report** -
 - Report all students enrolled in courses creditable toward a diploma, certificate, degree, or other formal award. Include students that are part of a vocational or occupational program, **INCLUDING** those enrolled in off-campus centers.
 - Include high school students taking regular college courses for credit. Report these students in the classification in which they are recorded by the institution.
 - Include full-time students taking remedial courses if the student is considered degree-seeking for the purpose of student financial aid determination.

3. Students to exclude from this report -

- Do not include students enrolled exclusively in courses not creditable toward a formal award or the completion of a vocational program. Do not include students taking CEUs unless they are also enrolled in courses creditable toward a degree or other formal award.
- Do not include students who are exclusively auditing classes.
- Do not include students studying abroad (e.g., at a foreign university) if their enrollment at the reporting institution in New York State is only an administrative record, and they are only paying a nominal fee. Exclude students and their credit hours only if they are not paying tuition to your institution.
- Do not include students enrolled in any branch campus located in a foreign country.
- Do not include students enrolled at campuses in states other than New York.

SPECIFIC INSTRUCTIONS

Line 1 (Undergraduate) - Report all degree-credit undergraduate level students enrolled at your institution for this fall term, separated by full-time and part-time status in columns 1 and 2 respectively. Note that line 1 is the sum of line 2 and line 3 for each column.

Line 2 (Undergraduate, enrolled in a program) - Report on line 2 the number of degree-seeking students who are included in line 1. These are students enrolled in courses for credit who are recognized by the institution as seeking a degree or formal award at the undergraduate level.

Line 3 (Undergraduate, not enrolled in a program)- Report on line 3 the number (included in line 1) of undergraduate students enrolled in courses for credit but are not recognized by the institution as seeking a degree or other formal award. These students are sometimes referred to as non-matriculated students or "non-matrices."

Line 4 (First-Professional) - Report all students enrolled in programs leading to a first-professional degree as well as students taking courses at the first-professional level but not accepted in a program, distinguished by full-time and part-time status in columns 1 and 2 respectively. The programs at this level are: Chiropractic (D.C. or D.C.M.), Dentistry (D.D.S. or D.M.D.), Law (L.L.B., J.D.), Medicine (M.D.), Optometry (O.D.), Osteopathic Medicine (D.O.), Pharmacy (Pharm.D.), Podiatry (D.P.M., D.P., or Pod.D.), Theology (M.Div., M.H.L., B.D., or Ordination), Veterinary Medicine (D.V.M.).

Line 5 (Graduate) - Report all students enrolled in programs leading to a graduate degree as well as students taking courses at the graduate level but not accepted in a program, distinguished by full-time and part-time status in columns 1 and 2.

Line 6 (Total) - Sum lines 1, 4 and 5 in each column and enter the total on line 6. This total line includes all degree-credit attendees enrolled at your institution this fall term distinguished by full-time and part-time status in columns 1 and 2 respectively.

Line 7 (First-Time Freshmen) - Report a breakout of the number of entering freshmen included on line 2 (**in-program or degree-seeking students**) who have never attended any college. Include students enrolled in this fall term who attended college for the first time in the prior summer term. Also include students who entered with advanced standing (college credits earned before graduation from high school).

Line 8 (Other new first-time undergraduates) - Report a breakout of the number of entering students included on line 3 (**not enrolled in a program or non-matriculated**) who have never attended any college. Include students enrolled in this fall term who attended college for the first time in the prior summer term. Also include students who entered with advanced standing (college credits earned before graduation from high school). This category does not include transfer students.

DEFINITIONS

CREDIT. Credit is 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.

DEGREE-SEEKING STUDENTS. Students enrolled in courses for credit who are recognized by the institution as seeking a degree or formal award (matriculated). At the undergraduate level, this is intended to include students enrolled in vocational or occupational programs.

FALL TERM. The part of the academic year that begins between late August and November 1.

FIRST-PROFESSIONAL STUDENT. A student enrolled in any of the following degree programs: Chiropractic (D.C. or D.C.M.), Dentistry (D.D.S. or D.M.D.), Law (L.L.B., J.D.), Medicine (M.D.), Optometry (O.D.), Osteopathic Medicine (D.O.), Pharmacy (Pharm.D.), Podiatry (D.P.M., D.P., or Pod.D.), Theology (M.Div., M.H.L., B.D., or Ordination), Veterinary Medicine (D.V.M.).

FIRST-TIME FRESHMAN. An entering freshman who has never attended any college (or other postsecondary institution). Includes students enrolled in the fall term who attended college for the first time in the prior summer term. Also includes students who entered with advanced standing (college credits earned before graduation from high school).

FRESHMAN. A first-year undergraduate student.

FULL-TIME STUDENT.

- **Undergraduate** - A student enrolled for 12 or more semester credits, or 12 or more quarter credits, or 24 contact hours a week each term.
- **Graduate** - A student enrolled for 9 or more semester credits, or 9 or more quarter credits each term or a student involved in thesis or dissertation preparation that is considered full-time by the institution.
- **First-Professional** - As defined by the institution.

GRADUATE STUDENT. A student who holds a bachelor's or first-professional degree, or equivalent, and is taking courses at the postbaccalaureate level. These students may or may not be enrolled in graduate programs (not to include students in first-professional programs).

NONDEGREE-SEEKING STUDENT. A student enrolled in courses for credit who is not recognized by the institution as seeking a degree or 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 11 semester credits or less, or 11 quarter credits or less, or less than 24 contact hours a week each term.
- **Graduate** - A student enrolled for either 8 semester credits or less, or 8 quarter credits or less, unless involved in thesis preparation (see definition of full-time).
- **First-Professional** - As defined by the institution.

REMEDIAL COURSES. Instructional courses designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.

TRANSFER STUDENT. A student who is entering the reporting institution for the first time but known to have previously attended a postsecondary institution at the same level (e.g., undergraduate, graduate).

UNDERGRADUATE. A student enrolled in or taking courses creditable toward a 4- or 5-year bachelor's degree program, an associate's degree program, or a vocational or technical program below the baccalaureate.