

DUE DATE: DECEMBER 1, 2005

**ADMISSIONS AND ACADEMIC PREPARATION FOR FIRST-TIME FRESHMEN,
FALL 2005**

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 contact 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 960 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.

DUE DATE: DECEMBER 1, 2005

Form Processing Information

Form:	NYSED-1 ADMISSIONS & ACADEMIC PREPARATION FOR FIRST-TIME FRESHMEN		
Institution:	SEDCODE:	Name:	

Respondent Information

Title:	Name:			
Phone: ()	Ext.	Fax 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:

Time Required to Retrieve Information from Files and Complete the Submission of 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.

IMPORTANT: PLEASE RETURN ALL PAGES EXCEPT INSTRUCTIONS EVEN IF THEY CONTAIN NO DATA

DUE DATE: DECEMBER 1, 2005

Admissions & Academic Preparation for First-time Freshmen
 Fall 2005

Institution Name:										
Part 1: Admissions for Full-Time Study, First-Time Freshmen										
Racial/Ethnic Category	Line No.	Certificate or Diploma Programs			Associate Degree Programs			Baccalaureate Degree Programs		
		Applications Received (1)	Applicants Accepted (2)	Applicants Enrolled (3)	Applications Received (4)	Applicants Accepted (5)	Applicants Enrolled (6)	Applications Received (7)	Applicants Accepted (8)	Applicants Enrolled (9)
TOTAL	1			a			b			c
Nonresident Alien	2									
Black, Non-Hispanic	3									
Amer. Indian or Alaskan Native	4									
Asian or Pacific Islander	5									
Hispanic	6									
White, Non-Hispanic	7									
Unknown	8									
NOTE: Sum of cells a+b+c in Part 1 should equal the sum of cells d+e+f in Part 2, and the sum of cells g+h+i in Part 2.										

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

NYSED-1 [05]

DUE DATE: DECEMBER 1, 2005

Institution Name:									
Part 2: Academic Preparation for all incoming Full-Time, First-Time Freshmen (Include only students reported in Part I.)									
High School Grade Point Average 100 or 4.0 Scales	Line No.	Regular Admits (1)	Opportunity Pgm Admits (2)	Special Admits (3)	Achievement Test Scores SAT (Verbal+Math) If known ACT Composite Score if SAT is Unknown SAT/ACT	Line No.	Regular Admits (1)	Opportunity Pgm Admits (2)	Special Admits (3)
95-100 (3.9-4.0)	1				1300-1600 (29.6-36.0)	12			
90-94.9 (3.50-3.89)	2				1200-1299 (26.6-29.5)	13			
85-89.9 (3.00-3.49)	3				1100-1199 (24.6-26.5)	14			
80-84.9 (2.50-2.99)	4				1000-1099 (21.6-24.5)	15			
75-79.9 (2.00-2.49)	5				900-999 (18.6-21.5)	16			
70-74.9 (1.50-1.99)	6				800-899 (16.6-18.5)	17			
65-69.9 (1.00-1.49)	7				700-799 (14.6-16.5)	18			
<65 (<1.00)	8				<700 (<14.6)	19			
High School Equivalency Diploma (GED)	9				SAT & ACT Unknown	20			
Unknown	10				TOTAL	21	g	h	i
TOTAL	11	d	e	f	Note: Total cells in corresponding columns should be equal: d=g, e=h, f=i.				

DUE DATE: DECEMBER 1, 2005

**Admissions & Academic Preparation for First-Time Freshmen
 Fall 2005**

Institution Name:										
Part 3: Admissions for Part-time Study, First-Time Freshmen										
Applicants for Part-Time Study	Line No.	Certificate or Diploma Programs			Associate Degree Programs			Baccalaureate Degree Programs		
		Applications Received (1)	Applicants Accepted (2)	Applicants Enrolled (3)	Applications Received (4)	Applicants Accepted (5)	Applicants Enrolled (6)	Applications Received (7)	Applicants Accepted (8)	Applicants Enrolled (9)
First-Time Freshmen	1									

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

NYSED-1 [05]

DUE DATE: DECEMBER 1, 2005

**ADMISSIONS AND ACADEMIC PREPARATION FOR FIRST-TIME FRESHMEN
FALL 2005**

This form collects admissions information for first-time freshmen by race/ethnicity and distributions of full-time, first-time freshmen by high school grade point average and SAT or ACT scores.

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 Board of Regents for your institution to collect and report on those items for their planning purposes.

This form should be submitted electronically by downloading and completing the Microsoft Access version from the ORIS web site, <http://www.highered.nysed.gov/oris/>, and following the instructions for submitting the Access file with built-in edits by e-mail.

Or this form can be submitted on hard copy by returning one completed copy to the State Education Department and retain a copy in your files in the event your institution needs to be contacted for clarification. The completed form should be mailed or faxed to:

New York State Education Department
Office of Research and Information Systems
Room 960 EBA
Albany, New York 12234

Fax: 518-474-1907

If you have questions concerning the completion of the form, call (518: 474-5091) or e-mail at 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.

GENERAL INSTRUCTIONS

1. Include only first-time freshmen admissions for study in a credit-bearing undergraduate certificate or diploma program of at least one academic year, an associate degree or baccalaureate degree program for the fall 2005 term.
2. Conditional acceptances (formal acceptance into a degree program contingent upon fulfilling specified standards) should be counted as acceptances if the students do not need to formally apply again when admitted to the program.

3. Include under Applications Received, Applicants Accepted, and Applicants Enrolled all students reported on line 7 of the 2.4a and 2.4 fall enrollment forms, even if they did not pass through the normal application/admissions process. By doing this, the applications received columns will always be as large or larger than the acceptance columns and the acceptance columns will always be as large or larger than the enrollment columns.
4. Full/Part-Time Status: Report enrolled students according to their enrolled status (full or part-time), not the status for which they applied, under Applications Received, Applicants Accepted, and Applicants Enrolled. In other words, count a student who applied as full-time but enrolled part-time as a part-time applicant, and vice versa. This approach yields the greatest consistency with HEDS enrollment reports.

SPECIFIC INSTRUCTIONS

1. PART 1: ADMISSIONS FOR FULL-TIME STUDY, FIRST-TIME FRESHMEN

a. Type of Program

1. Certificate or Diploma Program (columns 1-3): Include first-time freshmen applying for full-time study in a program leading to a credit-bearing certificate or diploma. Report only those applications for study in a certificate or diploma program of at least one year's length. In this case, a "year" means an academic year of approximately nine months.
2. Associate Degree programs (columns 4-6): Include first-time freshmen applying for full-time study in a program leading to an associate degree. Specifically, programs leading to an A.A., A.S., A.O.S. or A.A.S. degree should be reported in these columns.
3. Baccalaureate Degree Program (columns 7-9): Include first-time freshmen applying for full-time study in a program leading to a three, four or five-year bachelor's degree.

b. Applications/Applicants Received, Accepted, and Enrolled

1. Using the categories as defined above, complete the number of applications received in columns 1, 4 and 7. Count as applications all written requests for admission that satisfy all requirements and fees prerequisite for acceptance/ rejection. In columns 2, 5 and 8, report the number of applicants accepted. In columns 3, 6 and 9, report the number of applicants accepted who subsequently enrolled in your institution for this fall. Report enrollments as of your institution's census date of enrollment. That is, the officially designated day in the fall term, after most drop/adds have been completed, when the institution takes official enrollment counts (typically sometime between the second and fourth week of classes). Include enrollment in credit-bearing courses offered evenings and weekends, as well as weekdays.

2. Once a person is accepted to one of the three undergraduate programs of study (certificate or diploma, associate or baccalaureate), do not report the person again if he or she subsequently applies for acceptance to another program at the undergraduate level. If a person is not accepted, but later applies either at the same level of program or another undergraduate level, his or her application should be counted again.

3. After the total line (line 1) has been completed showing the total number of applications received and applicants accepted and enrolled for full-time study this fall, distribute the total line data into the racial/ethnic categories listed below the total line. Please be sure that line 1 data includes total admissions data, not just the portion of admissions data for which the racial/ethnic distribution may be known.

Again, include under Applications Received, Applicants Accepted, and Applicants Enrolled all students reported on line 7 of the 2.4a and 2.4 fall enrollment forms, even if they did not pass through the normal application/admissions process. By doing this, the applications received columns will always be as large or larger than the acceptance columns and the acceptance columns will always be as large or larger than the enrollment columns.

Full/Part-Time Status: Again, report enrolled students according to their enrolled status (full or part-time), not the status for which they applied, under Applications Received, Applicants Accepted, and Applicants Enrolled. In other words, count a student who applied as full-time but enrolled part-time as a part-time applicant, and vice versa. This approach yields the greatest consistency with HEDS enrollment reports.

- c. Reporting of Unknowns (line 8)
This category should be used only if the student did not select a racial/ethnic designation and the postsecondary institution finds it impossible to place the student in one of the racial/ethnic categories during established procedures or in any post-enrollment identification or verification process.

2. PART 2: ACADEMIC PREPARATION MEASURES FOR FULL-TIME, FIRST-TIME FRESHMEN

a. Students to be Included

The students to be reported in this section are the students reported in the “Number of Applicants Enrolled” columns of Part 1, specifically, the students reported in columns 3, 6 and 9 on line 1 of Part 1.

b. Academic Preparation Measures

1. High School Grade Point Average (lines 1 through 11): Distribute the number of new full-time, first-time freshmen by their high school grade point average as reported to your institution at the time of application. Report the grade point average, even if the student is a junior applying under an early admission program. A grade point average should also be reported for applicants who no longer attend high school and did not graduate or receive a High School Equivalency Diploma. Please note, a separate line (line 9) has been provided for reporting students who hold a High School Equivalency diploma; therefore these students should not be included in lines 1 through 8. If, for some students, you do not have high school records which use one of the two scales shown and the grades cannot be equated to one of these scales, report the students on line 10, “Unknown.” Sum the data reported on lines 1 through 10 and report the total on line 11.

1. Achievement Test Scores (lines 12 through 21): On lines 12 through 19, distribute the number of new full-time, first-time freshmen by their SAT or ACT score. If a student reports both an SAT and ACT score, do not report both scores. It is preferred that the SAT score be reported. If the submission of an SAT or ACT score is optional at your institution, report an SAT or ACT score when available, even if the scores are not used as admissions criteria. If your institution does not have either SAT or ACT scores for some or all incoming full-time, first-time freshmen, report these students on line 20, “Unknown.” Sum the data reported on lines 12 through 20 and report the total on line 21.

2. Admissions Categories (columns 1, 2 and 3): In both the distribution of students by high school grade point average and the distribution of achievement test scores, the students need to be classified into one of three categories of admissions – regular, opportunity, and special. Definitions of these three categories are on page 10. For purposes of this report, students who received a conditional acceptance and have been included in Part 1 should be classified in the category that best fits their situation.

3. PART 3: ADMISSIONS FOR PART-TIME STUDY, FIRST-TIME FRESHMEN

a. Type of Program

1. Certificate or Diploma Program (columns 1-3): Include first-time freshmen applying for part-time study in a program leading to a credit-bearing certificate or diploma. Report only those applications for study in a certificate or diploma program of at least one year's length. In this case, a "year" means an academic year of approximately nine months.
2. Associate Degree programs (columns 4-6): Include first-time freshmen applying for part-time study in a program leading to an associate degree. Specifically, programs leading to an A.A., A.S., A.O.S. or A.A.S. degree should be reported in these columns.
3. Baccalaureate Degree Program (columns 7-9): Include first-time freshmen applying for part-time study in a program leading to a three, four or five-year bachelor's degree.

b. Applications/Applicants Received, Accepted, and Enrolled

1. Using the categories as defined above, complete the number of applications received in columns 1, 4 and 7. Count as applications all written requests for admission that satisfy all requirements and fees prerequisite for acceptance/ rejection. In columns 2, 5 and 8, report the number of applicants accepted. In columns 3, 6 and 9, report the number of applicants accepted who subsequently enrolled in your institution for this fall. Report enrollments as of your institution's census date of enrollment. That is, the officially designated day in the fall term, after most drop/adds have been completed, when the institution takes official enrollment counts (typically sometime between the second and fourth week of classes). Include enrollment in credit-bearing courses offered evenings and weekends, as well as weekdays.
2. Once a person is accepted to one of the three undergraduate programs of study (certificate or diploma, associate or baccalaureate), do not report the person again if he or she subsequently applies for acceptance to another program at the undergraduate level. If a person is not accepted, but later applies either at the same level of program or another undergraduate level, his or her application should be counted again.

4. CELL COMPARISONS

The following data items or sums should be comparable:

- a. Comparison of Part 1 to Part 2 (Full-time, first-time freshmen enrolled)

<u>Part 1</u>	<u>Part 2</u>
Line 1, columns 3 + 6 + 9 =	line 11, columns 1 + 2 + 3
Line 1, columns 3 + 6 + 9 =	line 21, columns 1 + 2 + 3

- b. Part 2 Comparison

<u>Type of Admit</u>	<u>Line 11</u>	<u>Line 21</u>
Regular	Column 1 =	Column 1
Opportunity program	Column 2 =	Column 2
Special	Column 3 =	Column 3

DEFINITIONS

1. Application: An application is a written request for admission to an institution that satisfies all requirements and fees prerequisite for acceptance/rejection.
2. First-Time Freshman: An entering freshman who has never attended any college. 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).
3. Freshman: A first year undergraduate student.
4. Full-Time: Students enrolled in courses equal to at least seventy-five percent of the normal full-time load. For students on a semester calendar system, undergraduate students must carry at least 12 credit hours to be considered full-time.
5. Part-Time: Students enrolled in courses equal to less than seventy-five percent of the normal full-time load or, on a semester basis, fewer than 12 credits.
6. Racial/Ethnic Categories:
 - a. 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 a temporary basis and does not have the right to remain indefinitely. For purposes of this survey, nonresident aliens should not be considered as minority students.

Note: Report 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 notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian) in the appropriate racial/ethnic categories along with United States citizens.

- b. Black, Non-Hispanic: - A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).
- c. American Indian or Alaskan Native - A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.
- d. Asian or Pacific Islander – A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam.
- e. Hispanic – A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture, regardless of race.
- f. White, Non-Hispanic – A person having origins in any of the original peoples of Europe, North Africa or in the Middle East (except those of Hispanic origin).

7. Type of Admit :

- a. Regular Admits – Persons accepted for admission and enrolled under the usual academic criteria of the institution.
- b. Opportunity Program Admits – Educationally and economically disadvantaged persons accepted for admission and enrolled under the criteria of the Educational Opportunity Program (E.O.P.), the Higher Education Opportunity Program (H.E.O.P.), Search for Education, Evaluation and Knowledge (S.E.E.K.), College Discovery (C.D.) or equivalent opportunity program funded by other than State sources.
- c. Special Admits – Persons who would not generally be admitted under the institution’s usual academic criteria, but have been accepted for admission and enrolled under other criteria such as special talents, risk admissions other than opportunity programs, or other considerations.

8. Undergraduate: A student enrolled in a 4- or 5-year bachelor’s degree program, an associate’s degree program, or a vocational or technical program below the baccalaureate.