

**FINAL FALL DEGREE-CREDIT ENROLLMENT
FALL 2009**

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 966 Education Building Annex Albany, NY 12234	518-474-1907
- **With the exception of the Bundy forms (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, 2009

Form Processing Information

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

Respondent Information (To better direct our questions about your data, please enter the name of the person who aggregated the majority of the data for this form for this campus.)

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** retrieving information from files and completing 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

The University of the State of New York
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**FINAL FALL DEGREE-CREDIT ENROLLMENT
 FALL 2009**

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 or certificate-seeking)	2			
Not enrolled in a program (non-degree-seeking)	3			
First-Professional	4			
Graduate	5			
Total (Sum of lines 1, 4 and 5)	6			
New first-time freshmen included in line 2 (degree or certificate-seeking)	7			
All other new first-time undergraduates enrolled in credit courses (included in line 3) 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, 2009 to:

Fax: (518) 474-1907
 Mail: The New York State Education Department
 Office of Research and Information Systems
 Room 966, Education Building Addition
 Albany, New York 12234

E-mail: heds@mail.nysed.gov