

**PRELIMINARY 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.

DUE DATE: OCTOBER 1, 2009

Form Processing Information

Form:	NYSED-2.4A, PRELIMINARY 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

DUE DATE: OCTOBER 1, 2009

**PRELIMINARY FALL DEGREE-CREDIT ENROLLMENT
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Institution Name:				
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 seeking)	7			
All other new first-time freshmen 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.

Please do not delay submitting this form by the due date if any of the information requested on lines 2, 3, 7 or 8 is not available. Under such circumstances, submit the best data available and then provide a revised form when the information becomes available.

The preferred method for submitting this form is electronic using our Access form with 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 October 1, 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