

DUE DATE: NOVEMBER 15, 2010

**FINAL FALL DEGREE-CREDIT ENROLLMENT
FALL 2010**

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 and those enrolled in distance learning courses.
 - 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.
 - Include graduate students enrolled for research or dissertation credits whether or not they are taking formal coursework.

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 continuing education units (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 off-campus location in a foreign country.
- Do not include students enrolled at off-campus locations 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 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: Audiology (Aud.D.), Chiropractic (D.C. or D.C.M.), Dentistry (D.D.S. or D.M.D.), Law (L.L.B., J.D.), Medicine (M.D.), Nursing (D.N.P.), Optometry (O.D.), Osteopathic Medicine (D.O.), Pharmacy (Pharm.D.), Physical Therapy (D.P.T.), Podiatry (D.P.M., D.P., or Pod.D.), Theology (M.Div., M.H.L., B.D., or Ordination), and 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. Include graduate students enrolled for research or dissertation credits whether or not they are taking formal coursework.

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, no earlier than June 1. The intent here is to include high school and other students who are doing preparatory work or getting a jump start on courses prior to their program actually beginning in the fall. Students taking a full load and actually starting a full program schedule in the summer in a term equivalent to the fall term are not meant to be included as fall first-time. 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 taking courses in high school (not full loads) and those 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.), Audiology, (Au.D.), Nursing Practice (D.N.P.), and Physical Therapy (D.P.N.)

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). Please try to keep counts of first-time students consistent between the NYSED-1, 2.9, 2.4a and 2.4 forms. Use the same methodology and timeframes for all.

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.