

FORM **IPEDS-EF-1**
(7-1-1999)

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
ACTING AS COLLECTING AGENT FOR THE
U.S. DEPARTMENT OF EDUCATION
NATIONAL CENTER FOR EDUCATION STATISTICS

**INTEGRATED POSTSECONDARY
EDUCATION DATA SYSTEM**

**FALL ENROLLMENT SURVEY
(FOR 4-YEAR INSTITUTIONS)**

1999

NOTE – The completion of this survey, in a timely and accurate manner, is **MANDATORY** for all institutions which participate or are applicants for participation in any Federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended. The completion of this survey is mandated by 20 U.S.C. 1094(a)(17).

The collection and reporting of racial/ethnic data on this survey are **MANDATORY** for all institutions which receive, are applicants for, or expect to be applicants for Federal financial assistance as defined in the Department of Education (ED) regulations implementing Title VI of the Civil Rights Act of 1964 (34 CFR 100.13), or defined in any ED regulations implementing Title IX of the Education Amendments of 1972. The collection of racial/ethnic data in vocational programs is mandated by Section 421(a)(1) of the Carl D. Perkins Vocational Education Act.

For those institutions not required to complete this survey on the basis of the above requirements, the completion of this survey is voluntary and authorized by P.L. 103-382, National Education Statistics Act of 1994, Sec. 404(a).

Please read the accompanying instructions before completing this survey form. Report data **ONLY** for the institution in the address label. If data for any other institutions or branch campuses are included in this report because they **CANNOT** be reported separately, please provide a list of these schools.

Please correct any errors in the name, address, and ZIP Code.

If there are any questions about this form, contact a Bureau of the Census IPEDS representative at (800) 451-6236 or FAX number (301) 457-1542, 7:30 a.m.—4:30 p.m. EST.

RETURN TO

Please submit by: December 1, 1999

1. Name of respondent	2. Title of respondent	3. Telephone
		Area code, number, extension
4. E-Mail address		FAX number

PURPOSE OF THE SURVEY

The National Center for Education Statistics (NCES) collects enrollment data through this component of IPEDS each year in order to update several annual publications including its college enrollment projections, the Digest of Education Statistics, and the Condition of Education. IPEDS fall enrollment by age of student offers insight into the relationship between the changing demographics of college-going cohorts and enrollment in different types of postsecondary institutions. The residence data will enable states to analyze state level college attendance rates, student in-migration or out-migration, and the type of institutions that attract their citizens to other states. The survey is being conducted in compliance with the Center's mission "to collect, analyze, and disseminate statistics and other information related to education in the United States . . .," (P.L. 103-382, National Education Statistics Act of 1994, Sec. 404(a)).

USES OF DATA

Fall enrollment traditionally is used to measure student access to postsecondary education and IPEDS will continue to provide this important statistical series. The Department also uses fall enrollment data in program planning and for setting funding allocation standards for legislatively controlled programs. Other federal and state agencies use enrollment data in policymaking decisions, economic and financial planning, workforce forecasting, and policy formulation.

CERTIFICATION – I certify that the information given in this report is correct and true to the best of my knowledge and was prepared in accordance with accompanying instructions. Willfully false statements on this report are punishable by law, U.S. Code, Title 18, Section 1001.

5. Name (Type or print)	6. Title	7. Telephone (Area code, number, ext.)
8. Signature		9. Date

**Changes from the 1997 and 1998 forms for
1999 FALL ENROLLMENT SURVEY**

No changes this year.

COMPLIANCE REQUIREMENTS FOR THE OFFICE FOR CIVIL RIGHTS

The Office for Civil Rights (OCR) and the National Center for Education Statistics (NCES), with the approval of the Office of Management and Budget, cooperate in the collection of racial/ethnic information from all postsecondary institutions for the Fall Enrollment survey. Section 100.6(b) of the regulations implementing Title VI of the Civil Rights Act of 1964, set forth below, and similar provisions of the Title VI regulations of other federal agencies, authorize collection of this information.

100.6(b) Compliance Reports – Each recipient shall keep records and submit to the responsible Department official or his designee timely, complete and accurate compliance reports at such times and in such form and containing such information as the responsible Department official or his designee may determine to be necessary to enable him to ascertain whether the recipient has complied or is complying with this part. For example, recipients should have available for the Department racial and ethnic data showing the extent to which members of minority groups are beneficiaries of and participants in federally-assisted programs. In the case of any program under which a primary recipient extends federal financial assistance to any other recipient, such other recipient shall also submit such compliance reports to the primary recipient as may be necessary to enable the primary recipient to carry out its obligations under this part.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0582. The time required to complete this information collection is estimated to vary from 30 minutes to 10.0 hours per response, with an average of 4.5 hours, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Information Management Team, Washington, DC 20202-4652. **If you have any comments or concerns regarding the status of your individual submission of this form, write directly to:**

**National Center for Education Statistics/IPEDS
U.S. Department of Education
555 New Jersey Avenue, NW
Washington, DC 20208-5652**

The definitions and instructions for compiling IPEDS data have been designed to minimize comparability problems. However, postsecondary education institutions differ widely among themselves. As a result of these differences, comparisons of data provided by individual institutions may be misleading.

DO NOT RETURN INSTRUCTIONS

COMBINED DATA FOR MORE THAN ONE INSTITUTION OR BRANCH

EF-1

Note: If the institution or administrative unit named on this report is including Fall Enrollment survey data for other institutions or branches in this report, list the following information for the additional institutions or branches.





UNITID	Institution name	Address	City	State	ZIP Code

Notes (Reference part, line, and column)

Part A — ENROLLMENT SUMMARY BY RACIAL/ETHNIC CATEGORY
Enrollment as of the Institution's Official Fall Reporting Date or as of October 15, 1999

Line No.	99.0000 Summary All students enrolled for credit	Nonresident alien		Black, non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White, non-Hispanic		Race/ethnicity unknown		GRAND TOTAL ALL STUDENTS	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
01	FULL-TIME STUDENTS A. Undergraduates 1. Degree seeking (a) First-time freshmen																
02	(b) Other first year																
03	(c) Second year																
04	(d) Third year																
05	(e) Fourth year and beyond																
06	(f) Unclassified by level																
07	2. All other undergraduates enrolled in credit courses																
08	TOTAL FULL-TIME UNDERGRADUATES (Sum of lines 1–7)															(a)	(b)

Part A — ENROLLMENT SUMMARY BY RACIAL/ETHNIC CATEGORY — Continued
Enrollment as of the Institution's Official Fall Reporting Date or as of October 15, 1999

Line No.	99.0000 Summary All students enrolled for credit	Nonresident alien		Black, non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White, non-Hispanic		Race/ethnicity unknown		GRAND TOTAL ALL STUDENTS	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
09	FULL-TIME STUDENTS Continued B. First-professional students 1. First-time																
10	2. All other first-professionals																
For your convenience in completing Part B  Add the data on lines 09 and 10, columns (15) & (16) and enter the "total full-time first-professionals" here.  Please record these data in Part B, on line 12, columns (3) & (4).															(c)	(d)	
11	C. Graduate students 1. Degree seeking (a) First-time																
12	(b) All other degree seeking																
13	2. All other graduates enrolled in credit courses																
For your convenience in completing Part B  Add the data on lines 11, 12, and 13, columns (15) & (16) and enter the "total full-time graduates" here.  Please record these data in Part B, on line 12, columns (5) & (6).															(e)	(f)	
14	TOTAL FULL-TIME POST-BACCALAUREATE STUDENTS <i>(Sum of lines 9—13)</i>																

Part A — ENROLLMENT SUMMARY BY RACIAL/ETHNIC CATEGORY — Continued
Enrollment as of the Institution's Official Fall Reporting Date or as of October 15, 1999

Line No.	99.0000 Summary All students enrolled for credit	Nonresident alien		Black, non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White, non-Hispanic		Race/ethnicity unknown		GRAND TOTAL ALL STUDENTS	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
15	PART-TIME STUDENTS A. Undergraduates 1. Degree seeking (a) First-time freshmen																
16	(b) Other first year																
17	(c) Second year																
18	(d) Third year																
19	(e) Fourth year and beyond																
20	(f) Unclassified by level																
21	2. All other undergraduates enrolled in credit courses																
22	TOTAL PART-TIME UNDERGRADUATES (Sum of lines 15–21)															(g)	(h)

BEFORE CONTINUING



Please take the data on line 22, columns (15) & (16) and enter it in Part B, line 24, columns (1) & (2).

Part A — ENROLLMENT SUMMARY BY RACIAL/ETHNIC CATEGORY — Continued
Enrollment as of the Institution's Official Fall Reporting Date or as of October 15, 1999

Line No.	99.0000 Summary All students enrolled for credit	Nonresident alien		Black, non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White, non-Hispanic		Race/ethnicity unknown		GRAND TOTAL ALL STUDENTS	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
23	PART-TIME STUDENTS Continued B. First-professional students 1. First-time																
24	2. All other first-professionals																
For your convenience in completing Part B		<i>Add the data on lines 23 and 24, columns (15) & (16) and enter the "total part-time first-professionals" here. —————></i> <i>Please record these data in Part B, on line 24, columns (3) & (4).</i>														(i)	(j)
25	C. Graduate students 1. Degree seeking (a) First-time																
26	(b) All other degree seeking																
27	2. All other graduates enrolled in credit courses																
For your convenience in completing Part B		<i>Add the data on lines 25, 26, and 27, columns (15) & (16) and enter the "total part-time graduates" here. —————></i> <i>Please record these data in Part B, on line 24, columns (5) & (6).</i>														(k)	(l)
28	TOTAL PART-TIME POST-BACCALAUREATE STUDENTS <i>(Sum of lines 23—27)</i>																
29	GRAND TOTAL ALL STUDENTS <i>(Sum of lines 8, 14, 22, and 28)</i>																

Part B — ENROLLMENT SUMMARY OF STUDENTS BY AGE
Enrollment as of the Institution's Official Fall Reporting Date or as of October 15, 1999

Line No.	Age	Undergraduate students		First-professional students		Graduate students		GRAND TOTAL ALL STUDENTS	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)
01	FULL-TIME STUDENTS Under 18								
02	18—19								
03	20—21								
04	22—24								
05	25—29								
06	30—34								
07	35—39								
08	40—49								
09	50—64								
10	65 and over								
11	Age unknown								
12	TOTAL FULL-TIME STUDENTS <i>(Sum of lines 01—11)</i>	(a)	(b)	(c)	(d)	(e)	(f)		

NOTE

Column (1), line 12, should equal line 08, column (15), in Part A. Also, column (2), line 12, should equal line 08, column (16), in Part A.

Part B — ENROLLMENT SUMMARY OF STUDENTS BY AGE — Continued
Enrollment as of the Institution's Official Fall Reporting Date or as of October 15, 1999

Line No.	Age	Undergraduate students		First-professional students		Graduate students		GRAND TOTAL ALL STUDENTS	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)
13	PART-TIME STUDENTS								
	Under 18								
14	18—19								
15	20—21								
16	22—24								
17	25—29								
18	30—34								
19	35—39								
20	40—49								
21	50—64								
22	65 and over								
23	Age unknown								
24	TOTAL PART-TIME STUDENTS <i>(Sum of lines 13—23)</i>	(g)	(h)	(i)	(j)	(k)	(l)		

25	GRAND TOTAL ALL STUDENTS <i>(Sum of lines 12 & 24)</i>								
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NOTE

Column (1), line 24, should equal line 22, column (15), in Part A. Also, column (2), line 24, should equal line 22, column (16), in Part A.
 The total in line 25, column (7), of Part B should equal the total in line 29, column (15), of Part A.
 Also, the total in line 25, column (8), of Part B should equal the total in line 29, column (16), of Part A.

Part D — CLARIFYING QUESTIONS

Questions	Number of students	
	Full-time (1)	Part-time (2)
1a. How many students are enrolled exclusively in remedial courses? _____		
b. How many of these students are included in the Part A enrollment counts?		
<p>2a. Does this institution have an extension division/program that operates independently of the main academic portion of the institution? (For example, its academic mission may be significantly different, it may have its own admissions requirements, course offerings, completions requirements, and/or record keeping system.)</p> <p><i>Mark (X) appropriate box.</i></p> <p>1 <input type="checkbox"/> No extension division — <i>SKIP to question #3</i></p> <p>2 <input type="checkbox"/> Yes (operates independently of main institution) } <i>Continue with question 2b</i></p> <p>3 <input type="checkbox"/> No (operates within main institution)</p>		
b. How many students are enrolled exclusively in the extension division or program? _____		
c. How many of these students are included in the Part A enrollment counts?		
<p>3. How many students are enrolled exclusively in branch campuses located in foreign countries?</p> <p>NOTE — Should not be included in Part A enrollment counts.</p>		
a. Undergraduates _____		
b. First-professional _____		
c. Graduates _____		
Remarks		

GENERAL INSTRUCTIONS — EF-1

Please respond to each item on this report in the space provided. The Glossary provides definitions of terms used in this report.

INSTITUTIONAL IDENTIFICATION

In the space provided on the front page of this report make any necessary corrections to the preprinted address information. Also, enter the name, title, area code and telephone number, Fax number, and E-mail address of the person responsible for completing the report.

PERIOD OF REPORT

Enrollment should be reported as of the institution's official fall reporting date or October 15.

WHO TO INCLUDE IN THIS REPORT

Students included in report — Report all students enrolled in courses creditable toward a diploma, certificate, degree, or other formal award. Include students enrolled in courses 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.

Be sure to include full-time students taking remedial courses if the student is considered degree-seeking for the purpose of student financial aid determination.

Students excluded from this report — Do NOT include in this report —

- Students enrolled exclusively in courses not creditable toward a formal award or the completion of a vocational program (may be included in Part D question 1a). Do NOT include students taking CEU's unless they are also enrolled in courses creditable toward a degree or other formal award.
- Students exclusively auditing classes.
- Students studying abroad (e.g., at a foreign university) if their enrollment at this institution is only an administrative record and the fee is only nominal.
- Students in any branch campus located in a foreign country. Report these students in Part D, question 3.

Part A — ENROLLMENT SUMMARY BY RACIAL/ETHNIC CATEGORY

CATEGORIZATION OF STUDENTS BY ATTENDANCE STATUS AND LEVEL

The Glossary section provides detailed definitions of specific terms and should be used to classify students by FULL-TIME and PART-TIME status, by degree seeking or all other credit students, or by level of enrollment.

Undergraduate Students

Degree seeking students — Report all students enrolled in courses for credit who are recognized by the institution as SEEKING A DEGREE OR OTHER FORMAL AWARD as follows:

- FULL-TIME according to their level of study or the number of credits earned on lines 01-05,
- PART-TIME according to level, as above, on lines 15-19,
- Unclassified undergraduates are those students who cannot be classified in terms of year of study or student level. Report these students on line 06 (full-time) or line 20 (part-time).

All other undergraduate students who are enrolled in courses for credit who ARE NOT recognized by the institution as seeking a degree or other formal award should be reported on line 07 or line 21 as full- or part-time, respectively.

Students who have already earned a bachelor's degree but are taking undergraduate courses FOR CREDIT should be counted as undergraduates, either —

- as "fourth year and beyond" if they are SEEKING a second degree, or
- as "all other undergraduates enrolled for credit" if they are not enrolled in a program leading toward a degree or other formal award.

Report transfer students as follows:

Report transfer students by the level they are assigned at the time of entry or by the number of credits transferred, **if credit status has been evaluated**. Report transfer students as unclassified, **if credit status has NOT been evaluated**.

Postbaccalaureate Students

First-professional students — First-professional students are those students enrolled in programs leading toward a first-professional degree in the fields of chiropractic, dentistry, law, medicine, optometry, osteopathy, pharmacy, podiatry, theology, and veterinary medicine. Report these students as first-time in the program, on line 09 or line 23 as full- or part-time, respectively.

Report **all other first-professionals** on line 10 or line 24 as full- or part-time, respectively. Do not report residents or interns in this report since they have already received their first-professional degree.

Graduate students — Report all students who HAVE BEEN ACCEPTED into graduate programs at your institution as either full- or part-time and first-time or all other, on lines 11 and 12 or 25 and 26, respectively. Be sure to report students involved in thesis preparation who are considered full-time by the institution on line 12.

Report **all other graduate students** enrolled for credit, but NOT YET ACCEPTED into a graduate program on lines 13 or 27, as full- or part-time, respectively.

REMOVE INSTRUCTIONS BEFORE MAILING AND RETAIN FOR YOUR FILES.

GENERAL INSTRUCTIONS – EF-1 – Continued

Part A — ENROLLMENT SUMMARY BY RACIAL/ ETHNIC CATEGORY — Continued

MAJOR FIELDS OF STUDY AND CORRESPONDING MAJOR FIELD CODES (Collected in even-numbered years only)

Students are to be reported by their major field of study according to the selected categories identified below. The specified fields and their codes were taken directly from the 1990 version of the NCES publication, "A Classification of Instructional Programs" (CIP). Field names and corresponding code numbers have been preprinted in the upper left-hand corner of each page for the programs known to exist at your institution. A blank page is provided for any new program(s) offered in one of the 9 selected fields. If your institution has no students enrolled in a designated field, mark (X) as indicated. *For the fields of dentistry, medicine, and law, include only students enrolled at the first-professional level.* Students in programs requiring 4 or 5 years beyond high school should be reported as undergraduates in the appropriate fields. Count students with double majors only once.

- **52.0000** — Business Management and Administrative Services
- **13.0000** — Education
- **14.0000** — Engineering
- **51.0401** — Dentistry*
- **51.1201** — Medicine*
- **22.0101** — Law*
- **26.0000** — Biological Sciences/Life Sciences
- **27.0000** — Mathematics
- **40.0000** — Physical Sciences
- **99.0000** — Summary Page (Total Enrollment)

*Indicates first-professional fields.

In addition to separate pages for each of the major fields or sub-fields listed above, please complete the 99.0000 Summary page which requests total enrollment data for the entire institution.

If students at your institution do not declare a major field of study until the second or third year of undergraduate study, be sure to report all students with undeclared majors according to their appropriate student level on the Summary (99.0000) page rather than on the field pages.

REPORTING STUDENTS BY RACIAL/ETHNIC CATEGORY AND SEX

This information is being gathered in compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 (see Compliance Requirements, page 2), and Section 421(a)(1) of the Carl D. Perkins Vocational Education Act.

Method of collection — The manner of collecting racial/ethnic information is left to the discretion of the institution provided that the system which is established results in reasonably accurate data, which may be replicated by others when the same documented system is utilized. One acceptable method is a properly controlled system of post-enrollment self-identification by students. If a self-identification method is utilized, a verification procedure to ascertain the completeness and accuracy of student submissions should be employed.

Assignment to categories — For the purpose of this report, a student may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person may be counted in more than one racial/ethnic group. Racial/ethnic designations are requested only for United States citizens, resident aliens, and other eligible non-citizens. (See definitions below.)

Racial/ethnic descriptions — Racial/ethnic designations as used in this survey do not denote scientific definitions of anthropological origins. The categories are —

- **Black, non-Hispanic** — A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).
- **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.
- **Asian or Pacific Islander** — A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam.
- **Hispanic** — A person of Mexican, Puerto Rican, Cuban, Central, or South American, or other Spanish culture or origin, regardless of race.
- **White, non-Hispanic** — A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).

Other descriptive categories

- **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 temporary basis and does not have the right to remain indefinitely.

NOTE — Nonresident-alien are to be reported separately in the columns provided, rather than in any of the five racial/ethnic categories described above. **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 a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian) are to be reported in the appropriate racial/ethnic categories along with United States citizens.

- **Race/ethnicity unknown** — This category is 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 aforementioned racial/ethnic categories during established enrollment procedures or in any post-enrollment identification or verification process.

In columns 15 and 16, report the grand total of all students enrolled in your institution regardless of race/ethnicity or citizenship.

GENERAL INSTRUCTIONS – EF-1 — Continued

Part B — ENROLLMENT OF STUDENTS BY AGE (Collected in odd-numbered years only)

Relation to enrollment reported in Part A — This distribution of students should include the same individuals counted in Part A. All directions regarding the date of the report, students to include, and categorization of students by attendance status and level, apply to this part.

Age of students — Use institutional records to calculate age. Report age as of the date of this fall report.

Part C — RESIDENCE OF FIRST-TIME FRESHMEN (Collected in even-numbered years only)

First-time freshmen — Sum all first-time freshmen from Part A, lines 01 (full-time) and 15 (part-time) and report in Part C, column (1). Part C, column (1) should include all first-time freshmen by state of residence, including those entering the institution with a GED or without a high school diploma and with any year of graduation. First-time freshmen from column (1) who graduated from high school within the previous 12 months are to be reported again by their state of residence in column (2).

State of residence — Indicate the state identified by the student as his/her permanent address at the time of application to the institution.

For entering freshmen, this may be the legal residence of a parent or guardian, or the state in which a student has a driver's license or is registered to vote. It is not necessarily the state in which the student's high school is located.

Location of out-of-state centers — If this institution has any instructional centers or maintains a physical presence outside the state of the main campus, place an (X) in column 3 to indicate the states in which centers are located.

Part D — CLARIFYING QUESTIONS

Please answer the clarifying questions as they apply to your institution. Note that the section, "Who to Include in this Report", identifies which students should be counted in Parts A, B, and C and which students should be exclusively reported in Part D.

(In even years)

Sum all first-time first-professional students from Part A, line 9 plus line 23, columns 15 and 16, and report in Part D question 5.

Sum all first-time graduate students from Part A, line 11 plus line 25, columns 15 and 16, and report in Part D, question 6.

EDIT CHECKS

Note that total or subtotal entries are always computed by adding down columns.

Adding across columns — Part A, columns 1 through 14 should equal the GRAND TOTAL of columns 15 and 16.

Subtotals — Part A is organized to provide several edit checks of specific cell counts against totals. Totals of full-time undergraduate students (line 08) and full-time postbaccalaureate students (line 14), when added to the part-time undergraduates (line 22) and the part-time postbaccalaureates (line 28), should sum to the GRAND TOTAL, ALL STUDENTS (line 29) for each of the columns.

Cross-section checks — The totals for full-time undergraduate students, Part B, line 12, columns 1 and 2 should equal the total for full-time undergraduate students, Part A, line 8, columns 15 and 16. Totals for full-time first-professional students, Part B, columns 3 and 4 should equal the total for full-time first-professional students, Part A, lines 9 and 10, columns 15 and 16. Totals for full-time graduate students, Part B, columns 5 and 6 should equal the total for full-time graduate students, Part A, lines 11 through 13, columns 15 and 16. Part-time totals should be compared in a similar manner.

The GRAND TOTAL, ALL STUDENTS, Part A, line 29, columns 15 and 16, should equal Part B, line 25, columns 7 and 8.

Part A, lines 1 and 15, columns 15 and 16 (the total of all first-time freshmen) should equal Part C, column 1, line 99.

Part A, lines 9 and 23, columns 15 and 16 should equal the sum of columns 1, 2 and 3 in Part D question 5. Part A, lines 11 and 25, columns 15 and 16, should equal the sum of columns 1, 2 and 3 in Part D question 6.

GLOSSARY

FALL ENROLLMENT SURVEY — EF-1

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. (Part A)

ASIAN OR PACIFIC ISLANDER — A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam. (Part A)

BLACK, NON-HISPANIC — A person having origins in any of the black racial groups of Africa (except those of Hispanic origin). (Part A)

CEU — Continuing education unit. One continuing education unit is normally defined as 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

CIP (CLASSIFICATION OF INSTRUCTIONAL PROGRAMS) — An NCES publication that provides a numerical classification and standard terminology for secondary and postsecondary instructional programs.

GLOSSARY — Continued
FALL ENROLLMENT SURVEY — EF-1

CREDIT — 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. (Parts A, B, and C)

CREDIT COURSE — A course that, if successfully completed, can be applied toward the number of courses required for achieving a degree, diploma, certificate, or other formal award. (Parts A, B, and C)

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

EXTENSION CENTERS — See Off-Campus Centers.

EXTENSION DIVISION — A unit of the institution that provides institutional services including the planning, organization, and delivery of extended campus offerings. To carry out these activities, it generally maintains its own enrollment, personnel, and financial records separate from those of the main institution (although an institution may include these records in its own institutional data base). It does not grant either degree-credit or degrees, but these may be awarded by the institution for instruction provided through the extension division.

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., Pod.D.)
- Theology (M.Div., M.H.L., B.D., or Ordination)
- Veterinary Medicine (D.V.M.)

(Parts A and B)

FIRST-TIME FIRST-PROFESSIONAL STUDENT — A student enrolled for the first time in a first-professional degree program. Includes first-professional students enrolled in the fall term who entered the institution in the prior summer term. (Part A)

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). (Parts A and C)

FIRST-TIME GRADUATE-LEVEL STUDENT — A person enrolled at the graduate level for the first time. Includes graduate students enrolled in the fall term who attended graduate school in the prior summer term. (Part A)

FIRST-TIME UNDERGRADUATE TRANSFER STUDENT — An undergraduate student entering the reporting institution for the first time, but known to have previously attended another postsecondary institution at the undergraduate level. The student can transfer in with or without credit.

FIRST-YEAR STUDENT — A student who has completed less than the equivalent of 1 full year of undergraduate work; that is, less than 30 semester hours in a 120-hour degree program. (Part A)

FOURTH YEAR AND BEYOND — An undergraduate student who has completed the equivalent of 3 years of full-time undergraduate work; that is, at least 90 semester hours in a 120-hour degree program. (Part A)

FRESHMAN — A first-year undergraduate student. (Parts A and C)

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 or students involved in thesis or dissertation preparation that are considered full-time by the institution.
- **First-Professional** — As defined by the institution. (Parts A, B, and D)

GED — Normally refers to the Tests of General Educational Development, which provide an opportunity to earn a high school credential. The GED program, sponsored by the American Council on Education, enables individuals to demonstrate that they have acquired a level of learning comparable to that of high school graduates.

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). (Parts A and B)

GRADUATES ENROLLED FOR CREDIT COURSES — A student who has earned a baccalaureate degree and is enrolled in a graduate course at an institution, but who has not yet been granted graduate student status, including students enrolled in postbaccalaureate certificate programs. (Part A)

HIGH SCHOOL DIPLOMA OR RECOGNIZED EQUIVALENT — A document certifying the successful completion of a prescribed secondary school program of studies, or the attainment of satisfactory scores on the Tests of General Educational Development (GED) or another state specified examination.

HISPANIC — A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. (Part A)

GLOSSARY — Continued
FALL ENROLLMENT SURVEY — EF-1

IN-STATE STUDENT — A student who is a legal resident of the state in which he/she attends school.

NONCREDIT COURSE — A course or activity having no credit applicable toward a degree, diploma, certificate, or other formal award.

NONDEGREE SEEKING STUDENT — A student enrolled in courses for credit who is not recognized by the institution as seeking a degree or formal award.

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 temporary basis and does not have the right to remain indefinitely. (Part A)

OFF-CAMPUS CENTERS (EXTENSION CENTERS) — Sites outside the confines of the parent institution where courses are offered that are part of an organized program at the parent institution. The sites are not considered to be temporary but may be rented or made available to the institution at no cost by another institution or an organization, agency, or firm. (Parts A and D)

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.

OUT-OF-STATE CENTERS — Sites where courses or programs are offered that are in a state different from the state of the main campus. (Part C)

OUT-OF-STATE STUDENT — A student who is not a legal resident of the state in which he/she attends school. (Part C)

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). (Parts A, B, and D)

POSTBACCALAUREATE STUDENT — A student with a bachelor's degree who is enrolled in graduate or first-professional courses. (Part A)

RACE/ETHNICITY — Categories used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. A person may be counted in only one group. The groups used to categorize U.S. citizens, resident aliens, and other eligible noncitizens are:

- Black, non-Hispanic
- American Indian or Alaskan Native
- Asian or Pacific Islander
- Hispanic
- White, non-Hispanic. (Part A)

REMEDIAL COURSES — Instructional courses designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting. (Parts A and D)

RESIDENT ALIEN (and other eligible noncitizens) — A person who is not a citizen or national of the United States and who has been admitted as a legal immigrant for the purpose of obtaining permanent resident alien status (and who holds 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 a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian).

SECOND-YEAR STUDENT — A student who has completed the equivalent of 1 year of full-time undergraduate work; that is, at least 30 semester hours but less than 60 semester hours (in a 120-hour program) or more than 900 contact hours but less than 1,800 contact hours. (Part A)

STATE OF RESIDENCE — A person's permanent address as determined by such evidence as a driver's license or voter registration. For entering freshmen, residence may be the legal residence of a parent or guardian. (Part C)

STATE UNKNOWN — Status used when the reporting institution is unable to determine from existing records the home state or residence of the student. (Part C)

THIRD-YEAR STUDENT — A student who has completed the equivalent of 2 years of full-time undergraduate work; that is, at least 60 semester hours but less than 90 semester hours in a 120-hour program. (Part A)

TRANSFER STUDENT — A student 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). The student may transfer with or without credit.

UNCLASSIFIED STUDENT — A student taking courses creditable toward a degree or other formal award who cannot be classified by academic level. For example, this could include a transfer student whose earned credits have not been determined at the time of the fall report. (Part A)

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. (Parts A and B)

WHITE, NON-HISPANIC — A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin). (Part A)