Enrollment Reporting Procedures

The following procedures are a continuation of the MUS Registrars' Manual for Reporting Enrollment

1. ***Enrollment Reporting Timelines:*** Enrollment counts for each institution will be recorded at the end of the 15th day of instruction each semester (preliminary census) and at the end of term (EOT census). Census dates are intended to capture net enrollment, which is defined as the number of students who are registered and have paid tuition/fees or made arrangements to pay. Institutions are given an additional two weeks to analyze and clean enrollment tables before extracts are made to the MUS Data Warehouse. Once enrollment reports have been produced by OCHE they are disseminated to each institution for validation.

2. ***Official FTE:*** Beginning in Fall 2015, "official" or "final" FTE will be generated from the EOT extract files. This file will include all student enrollments with paid tuition/fees and valid grades. This includes student enrollments with recorded grades of 'W' (withdrawal) and 'I' (incomplete). Enrollments will still be collected on the 15th day census and will serve as a preliminary enrollment count. All addendum FTE or late start FTE will be collected and reported in the EOT census.

3. ***Official Headcount:*** The unduplicated count of students enrolled in state support courses, recorded separately at both the preliminary and EOT census.

4. ***Annual Average FTE:*** At the end of each fiscal year an annual average FTE is produced for each institution. This following formula is used to calculate annual average FTE: ((Fall Official FTE + Summer Official FTE) + (Spring Official FTE)) / 2.

5. ***State Supported FTE:*** Student enrollments in MUS courses are counted as state supported FTE in all academic credit-bearing[1] courses that can be used to fulfill the requirements of a degree, certificate, or other formal award granted by the institution and where student tuition is collected in support of the state operating budget and instructional funding is derived from current unrestricted funds. Also, in order to be considered a state supported enrollment, Board of Regents' approved tuition must be charged to the student. Remedial courses numbered below 100 may be counted as state supported FTE by two-year colleges and by four-year institutions with associated 2-year programs (i.e. MSU-Northern, UM Western). Continuing education or self-supported courses should not be counted as state support FTE.

6. ***Data Warehouse:*** Enrollment records contained within the System's student data warehouse reflect the official enrollment at each institution. It is imperative that an accurate and auditable electronic history of enrollment is stored centrally, as a result, it is critical that efforts are made to validate and verify enrollment figures produced from the warehouse. Any discrepancies in enrollment figures between the System Office and the institutions must be resolved and accurately recorded in the data warehouse.

7. ***FTE Calculations:*** The following equations are utilized when calculating state supported FTE:

   - Undergraduate level FTE - semester student credit hours generated in undergraduate level courses (course numbers 000 to 499) -- divided by 15.

   - Graduate level FTE - semester student credit hours generated in graduate-level courses (course numbers 500 and above) or semester student credit hours generated by graduate students in courses numbered 400 to 499 -- divided by 12.

8. ***Graduation Data:*** Campuses provide annual updates to the graduation table in the MUS Student Data Warehouse on or before October 1. The updates include all degree and certificate completions from the previous academic year, where academic year is defined as summer, fall, and spring (e.g. 2009-10 academic year equals Summer 2009, Fall 2009 and Spring 2010). Each semester campuses run "current" extracts which serve to meet data needs before the "official" files are extracted each October.

9. *Data Warehouse Extract Dates:* This following are extract deadline dates for campuses to populate the student data warehouse:

Summer EOT	Sept. 1
Graduate Data	Oct. 1
Fall Census	Oct. 15
Fall EOT	Jan. 4 (EOT course files must contain all reported grades)
Spring Census	Feb. 28
Spring Addendum	Apr. 15
Spring EOT	May 30 (EOT course files must contain all reported grades)

10. *Data Validation:* FTE counts between each campus and OCHE must match before FTE is considered "official" and stored in the MUS Student Data Warehouse. This process of validation must occur prior to the extract deadline dates. OCHE will supply the query tool and logic that produces "official" FTE reports. It is incumbent upon the campuses to identify when changes in Banner coding occur and to notify the MUS Data Warehouse Administrator so translation tables can be modified. At no time shall the query logic in the reporting tool be modified unless done so by OCHE.

_____

GLOSSARY: {glossary of terms to help with consistent reporting of enrollment system-wide}

First-time, degree-seeking students: A student who has no prior postsecondary experience (except as noted below) attending any institution for the first time at the undergraduate level. This includes students enrolled in academic or occupational programs. It also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits earned before graduation from high school). source: IPEDS

> *Warehouse Definition* (Enrollment Table): {{based on Fall 2010}}
> SELECT IF (ADMIT_TERM = "201070").
>   (STU_TYPE = "N").
>   (STU_LEVL = "UG" OR "CT").
>   (ADMIT_CODE = "FN" OR "FT" OR "FG").

Transfer Students (Transfer-in 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). source: IPEDS

> *Warehouse Definition* (Enrollment Table): {{based on Fall 2010}}
> SELECT IF (ADMIT_TERM = "201070").
>   (ADMIT_CODE = "TR").
>   (STU_TYPE = "T" OR "X" OR "N").
>   (STU_LEVL = "UG" OR "CT").

Distance Learning Courses: courses where instruction is delivered entirely outside of the traditional classroom setting and there is no "in-person" contact between student and teacher.

> *Warehouse Definition* (Course Table):
> Third character of Course_Campus is equal to: "I", "V", or "O"
>
> *Banner Definition* (ssbsect table)
> ssbsect_sess_code (a.k.a session_code) = "I", "V", or "O"

Early College Students: A student who has not yet graduated from high school but has been admitted to earn college credit while attending high school (including home schooled students) [intended to cover all early college admits, whether they are receiving dual credit or not]. Once these students graduate from high school and if they continue to enroll in the MUS, they would then be considered "First-time" students.

Warehouse Definition (Enrollment Table): {{based on Fall 2010}}….Beginning Spring 2012
SELECT IF (STU_TYPE = "H").

Banner Definition: TBD
sgbstdn_styp_code = "H"

Official FTE Report (a.k.a. Report C, Part A) – FTE report generated by OCHE and validated by the campuses that represents "official" FTE throughout the MUS. (see Official FTE Query description documentation)

_____

[1]credit-bearing *(def.)* Courses possessing at least one *unit of credit* (.1 or more) signifying a quantification of student academic learning. One unit of credit typically represents fifteen hours of lecture or seat time (see expanded defined by the Northwest Commission on Colleges and Universities http://www.nwccu.org).