# 12-month Enrollment (E12)
# Survey Component Overview
# Tutorial Script
# 2022-23 Data Collection Cycle

On behalf of the National Center for Education Statistics, NCES, and the Association for Institutional Research, AIR, welcome to this tutorial on the IPEDS 12-month Enrollment survey component, also called E12.

The E12 component is part of the fall collection of IPEDS surveys, which opens in early September. Data entry must be completed and considered final by the end of the collection period, in mid-October, when the keyholder locks their data. IPEDS coordinators have an additional two weeks to review the data and lock the survey component.

Data collected through the IPEDS surveys provide a basis for postsecondary education analysis and consumer information. Any institution receiving Title IV federal financial aid is required to submit data to IPEDS, including the E12 survey component. NCES is required to annually provide the Office of Federal Student Aid, FSA, with a list of Title IV institutions that did not complete their IPEDS surveys. The FSA sends out fine letters and warnings to the non-compliant institutions. Non-compliance can result in warnings and costly fines or even loss of Title IV funding. More information about fines can be found by following the link on the screen to the statutory requirements page.

The purpose of the 12-month Enrollment component is to collect unduplicated student enrollment counts and instructional activity data in postsecondary institutions for an entire 12-month period.

Data are reported for all students enrolled in courses creditable toward a diploma, certificate, degree, or other recognized postsecondary credential. This includes non-degree- and non-certificate-seeking students.

Enrollment data are reported for an entire 12-month reporting period. All institutions must now use the July 1st through June 30th reporting period.

Report unduplicated counts of undergraduate students by gender, full-time and part-time attendance status, race/ethnicity, first-time entering, transfer-in (or non-first-time entering), continuing or returning, and degree- or certificate-seeking statuses. For graduate students, data are collected by attendance status, race/ethnicity and gender. Each student is counted only once regardless of how many times he or she enrolled during the 12-month reporting period.

Instructional activity provided to undergraduate students over the 12-month period will be reported by credit hours or clock hours. Any graduate level activity must be reported as credit hours.

A credit hour represents the equivalent of one hour (50 minutes) of instruction per week over the entire term. A clock hour represents one hour of scheduled instruction given to students.

The instructional activity reported will be used to estimate a student full-time equivalent, or FTE. Keyholders will have the opportunity to provide an alternate FTE if the system estimated FTE is not reasonable.

The information submitted will be used as indicators found in the IPEDS Data Feedback Report, or DFR, and the IPEDS Use the Data portal, such as instruction expenses per student FTE. It will also be used to produce the student FTE information in NCES publications.

For some items on E12, context boxes are provided so keyholders may provide text to explain or clarify data entries. Notes from the context boxes may be displayed on College Navigator.

College Navigator was developed to provide comparable information to the public about postsecondary institutions and is used by students, parents, counselors, researchers and administrators from other institutions, and others.

It is always a good idea to begin the IPEDS reporting cycle early and seek help, when needed, from the IPEDS Help Desk. The knowledgeable Help Desk staff is eager to help. Response time may be longer near the end of the collection cycle.

The Use the Data portal contains frequently asked questions, a link to the glossary, data tip sheets, an archive of survey components, and other relevant information.

This concludes the tutorial for the E12 survey component.