



# Fall Enrollment (EF) 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 Fall Enrollment survey component, also called EF.

EF is part of the Spring collection of IPEDS surveys, which opens in early December. Data entry must be completed and considered final by the end of the collection period, in mid-April, 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. The Higher Education Act of 1965, as amended, requires that institutions that participate in federal student aid programs report data on enrollments, program completions, graduation rates, faculty and staff, finances, institutional costs, and student financial aid and stipulates: "...institutions will complete surveys conducted as part of the Integrated Postsecondary Education Data System (IPEDS)...in a timely manner and to the satisfaction of the Secretary."

Institutions receiving Title IV funding (student financial aid) must complete the IPEDS surveys. Currently, there are over 6,000 institutions that submit IPEDS surveys, with a number doing so voluntarily. NCES is required to provide a list of noncompliant institutions to the Office of Federal Student Aid. Non-compliance can result in warnings and costly fines, or even loss of Title IV funding. More information about fines can be found on the Statutory Requirements page (<https://surveys.nces.ed.gov/ipeds/ViewIPEDSStatutoryRequirement.aspx>).

The purpose of the Fall Enrollment component is to collect enrollment data on all students enrolled for credit in courses or programs that could lead to a recognized postsecondary credential ranging from postsecondary certificates of less than 1 year to doctoral degrees. Fall Enrollment data are collected by level of student, attendance status, race/ethnicity, and gender. In addition, the Fall Enrollment component collects data on the institution's undergraduate entering class, first-time student retention rates, and the student-to-faculty ratio.

In even-numbered years, data are collected on enrollment by nine selected fields of study, as are data on residency of first-time degree/certificate-seeking undergraduate students. Enrollment by student age is collected in odd-numbered years.

Institutions must report enrollment by distance education status for all students. Institutions must first report whether students are enrolled in no distance education courses; at least one, but not all distance education courses; or exclusively distance education courses. For those students who are

enrolled exclusively in distance education courses, institutions must also report the location of the student.

The institution's calendar system determines the reporting period for Fall Enrollment data. For institutions using a traditional academic year calendar, Fall Enrollment should be reported as of the official Fall reporting date or October 15th if there is no official census date. For institutions operating on a calendar that differs by program, or that enrolls students on a continuous basis, Fall Enrollment is reported for all students who are enrolled at any time during the period from August 1st through October 31st.

For some items, context boxes are provided so keyholders may provide text to explain or clarify data entries. For example, if an institution may want to provide more data about differences in enrollments from one year to the next. 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. Much of the basic information about an institution's student enrollment displayed on College Navigator comes from the Fall Enrollment survey.

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. In addition, the IPEDS Report Your Data page contains frequently asked questions, a link to the glossary, data tip sheets, an archive of survey instruments, and other relevant information.

This concludes the tutorial for the EF survey component.