

## Institutional Registration Page (IRP)

# The 2011-12 National Postsecondary Student Aid Study (NPSAS:12)

### Institution Registration Page

Thank you for visiting the NPSAS:12 Institution Registration Page. Please answer the set of brief questions below to assist us in understanding how your school is organized and obtaining a list of all students enrolled at your institution at any time between July 1, 2011 and April 30, 2012.

1) Our records indicate that the name of your institution is:

[FILL INSTITUTION NAME].

Is that correct?

Y/N

If this is not the correct name of your school, please enter it below:

[textbox entry]

2) Will your student list include students enrolled at more than one campus or location for your institution?

Y/N

3) Does your institution offer continuous enrollment for your students, rather than terms with explicit start and end dates?

Y/N

4) If you answered "Yes" that your school is a continuous enrollment school, please go to question 5. If you are not a continuous enrollment school, please enter below the start and end dates for the term, enrollment, or payment period that includes the date of April 30, 2012. If your institution has multiple terms (including short sessions of over a month) that include the date of April 30, 2012, please enter the period with the latest starting date.

Start date: Month/Day/Year Dropdowns

End date: Month/Day/Year Dropdowns

5) We will ask for several items from your institution for each student enrolled at any time between July 1, 2011 and April 30, 2012. These items include:

- Student name and date of birth

- Student ID and Social Security number
- Student education and class level (undergraduates)
- Student major or CIP code
- Student high school graduation date and first time beginner status
- Student permanent and local address and email information

For more information on student data elements, please refer to the Student List File Specifications in the Student List Preparation Instructions (PDF).

When will your institution be able to provide the list of all students enrolled between July 1, 2011 and April 30, 2012?

- May 14, 2012 (continuous enrollment schools only)
- Within 2 weeks of [FILL START MONTH/DAY/YEAR from TERM\_DATES]
- Please have an RTI project staff member call to establish a different date.

## **THANK YOU**

Thank you. The requested information for your institution has been submitted.

### **What happens next?**

RTI will contact you after January 1, 2012 with a deadline by which to provide the list of students enrolled at your institution between July 1, 2011 and April 30, 2012. After RTI receives your student list, a random sample of students from the list will be selected for participation in NPSAS:12. You will then be asked to provide specific enrollment and financial aid data from those sampled students' records. A web-based application has been developed to assist you in completing the student record collection and securely providing the data to RTI. The online application will be available on the study website once your sample has been selected.

NCES is required to follow strict procedures to protect the confidentiality of persons in the collection, reporting, and publication of data. Any individually-identifiable information supplied by individuals or institutions to a federal agency may be used only for statistical purposes and may not be disclosed or used in identifiable form for any other purpose, unless otherwise compelled by law (20 U.S.C. § 9573).