

Appendix G
Information Collected through the Institution
Registration Page and Enrollment Lists

Revised October 2015

Sampled institutions will be asked to provide some information prior to providing the enrollment list to help determine when it should be submitted as well as any obstacles that may affect collection. The data items are listed below.

Institution Registration Page (IRP)

1. Our records indicate that the name of your institution is <name>. Is that correct?

Yes/No. If no, Please enter the correct name of your institution:

2. Will your student list include students enrolled at more than one campus or location for your institution? Yes/No

3. Does your institution offer continuous enrollment for your students, rather than terms with explicit start and end dates? Yes/No.

If no, please specify the start and end dates for the term, enrollment, or payment period that includes the date of April 30, 2016. If your institution has multiple terms (including short sessions of over a month) that include the date of April 30, 2016, please enter the period with the latest starting date.

Start Date:

End Date:

4. When will you be able to provide a list of all students enrolled at any time between July 1, 2015 and April 30, 2016?

Response option 1. (If 3 = yes:) Within 2 weeks of the start of the term that includes the date April 30, 2016. (If 3 = no:) Within 2 weeks of <Item3StartDate>.

Response option 2. We have continuous enrollment and will send the list by May 14, 2016. Please include all students enrolled at the time.

Response option 3. Please have a project staff member call us to establish a date.

The list will comprise the following information pertaining to each student:

<display list of variables from section 2b.>

5. What student records software system does your institution use (e.g., Banner, Peoplesoft)?

<text field>

6. Will there be a software transition this academic year (e.g., to another type of software or beginning to use a software system for the first time)? Yes/No. If yes, <text field>.

7. Are there major obstacles to participation this academic year (e.g., accreditation, merging with another institution, etc.)? Yes/No. If yes, what are they? <text field>
8. Are there specific months that are better times for your institution to provide data to NCES? Yes/No. If yes, what are the months and why? <text field>
9. Are there specific months that are worse times for your institution to provide data to NCES? Yes/No. If yes, what are the months and why? <text field>

Institution Registration Page for Systems

Some institutions may prefer to provide data via a central contact person for several campuses/schools in the NPSAS study. These institutions require a tailored version of the items.

1. Do your institutions selected for this study all have the same term structure, with the same start and end dates and/or are all institutions on the same schedule?

Some institutions have different schedules/All institutions are on the same schedule.

2. Do (any of) your institutions offer continuous enrollment for your students, rather than terms with explicit start and end dates?

All/Some/None

3. Please specify the start and end dates for the last term, enrollment, or payment period at your institutions/any of your institutions that includes the date of April 30, 2016. If there are multiple terms (including short sessions of over a month) that include the date of April 30, 2016, please enter the period with the latest starting date.

Start Date:

End Date:

4. When will you be able to provide a list of all students enrolled at any time between July 1, 2015 and April 30, 2016?

Response option 1.

(If 2 = missing:) Within 2 weeks of the start of the term that includes the date April 30, 2016.

(If 2 = none:) Within 2 weeks of <Item3StartDate>.

(If 2 = all or some:) We have continuous enrollment and will send the list by May 14, 2016. Please include all students enrolled at the time.

Response option 2. Please have a project staff member call us to establish a date.

The list will comprise the following information pertaining to each student:
<display list of variables from section 2b.>

5. What student records software system do your sampled institutions use (e.g., Banner, Peoplesoft)?

<text field>

6. Will there be a software transition this academic year (e.g., to another type of software or beginning to use a software system for the first time)? Yes/No. If yes, <text field>.

7. Are there major obstacles to participation this academic year (e.g., accreditation, merging with other institutions, etc.)? Yes/No. If yes, what are they? <text field>
8. Are there specific months that are better times for you to provide institutional data to NCES? Yes/No. If yes, what are the months and why? <text field>
9. Are there specific months that are worse times for you to provide institutional data to NCES? Yes/No. If yes, what are the months and why? <text field>

Enrollment Lists

Once the IRP is completed, sampled institutions will be asked to provide enrollment lists which will be used to screen for eligibility and to select the NPSAS:16 student sample. The data items, requested for each student enrolled in the timeframe of interest (July 1, 2015 - June 30, 2016) are described in Section 2.b of Supporting Statement Part B, Student Sample, and are listed below.

- Full name
- Social Security number (SSN)
- Student ID number (if different from SSN)
- Student level (undergraduate, master's, doctoral-research/scholarship/other, doctoral-professional practice, other graduate)
- Undergraduate degree program
- Date of birth
- Class level of undergraduates
- High school/completion program completion date
- Baccalaureate recipient indicator (for students who have already received their bachelor's degree at the NPSAS institution since July 1, 2015)
- Potential baccalaureate recipient indicator (for students who are expected to receive their bachelor's degree at the NPSAS institution by June 30, 2016)
- Major or Classification of Instructional Programs (CIP) code (including both majors for students with double majors)
- Contact information
- Enrollment in high school or completion program
- Date of first enrollment (at the postsecondary level)
- Grade point average (GPA)
- Number of credits accumulated
- Account status (past due fee payment etc., that would prevent bachelor's degree award)
- Race/ethnicity
- Gender
- Veteran status
- First-time graduate student at the NPSAS institution (yes/no)