

## About Nevada System of Higher Education (NSHE) Official Enrollment Reports

The office of Institutional Analysis and Planning prepares official enrollment reports for the NSHE at the beginning and end of each fall and spring semester. In addition, a summer enrollment worksheet, including undergraduate nursing and science-based prerequisite enrollments, is sent to NSHE at the end of each summer term. These reports are used in the legislatively approved formula for funding instruction at UNLV and therefore include **state-supported enrollments** only. For more information, please refer to the explanation of the funding formula at:

[http://ir.unlv.edu/reports/nshe\\_enrollment\\_reports/Understanding\\_the\\_FTE\\_Funding\\_Formula.pdf](http://ir.unlv.edu/reports/nshe_enrollment_reports/Understanding_the_FTE_Funding_Formula.pdf)

The beginning of semester reports are called *Preliminary* reports and the end of semester reports are called *Final* reports. The final reports produce the official figures used in formula funding calculations.

Many of the headcount reports generated by OIAP, including those in the fact book include **non-state supported enrollments** such as the Executive MBA, the Bachelor of Science and Master of Science in Hotel Administration offered in Singapore and the Master of Nursing offered in the Philippines.

Should you have questions about the NSHE Official Enrollment Reports, or other reports prepared by OIAP, please contact us at [iap@unlv.edu](mailto:iap@unlv.edu).

# FTE Student Enrollment: Understanding the Funding Formula

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Office of Institutional Analysis and Planning  
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## Introduction

Full-time equivalent (FTE) student enrollment is part of the legislatively approved formula for funding instruction at UNLV. A new funding formula was adopted in fall 2001 resulting in a new method for calculating FTE student enrollment. This document explains how FTE student enrollment is calculated using that funding formula.

## How the formula is calculated

FTE student enrollment is calculated based on student credits and level of instruction. Student credits are obtained by multiplying the number of credits for which a course is offered by the number of students enrolled in that course. Level of instruction refers to whether the course is identified as lower or upper division (for undergraduate courses), master or doctoral (for graduate courses). To arrive at FTE, total student credits for each semester are divided by the values described below.

Undergraduate Student Credits are divided by 15.  
Master Student Credits are divided by 12.  
Doctoral Student Credits are divided by 9.

## Chancellor's enrollment reports

The Office of Institutional Analysis and Planning prepares preliminary (beginning-of-semester) and final (end-of-semester) enrollment reports for NSHE every fall, spring and summer. These enrollment reports are submitted to the Board of Regents. Both the preliminary and final reports are considered "official" enrollment reports, however, the final (end-of-semester) enrollment reports are used in formulating budget requests and projections.

The Chancellor's enrollment reports include state-supported enrollments only. Please note that some reports posted on the OIAP website (for example, the fact book) include both state and non-state supported enrollments (i.e. the Executive MBA, MSN-Philippines, BSHA and MSHA-Singapore).

The example on the following page illustrates the calculation of FTE, using beginning of semester enrollment data for the College of Education from fall 2007.

Undergraduate FTE—*i.e.*, Lower and Upper—undergraduate student credits are divided by 15.

Graduate FTE is broken down into Master and Doctoral categories. Master student credits are divided by 12 and doctoral student credits by 9.

**FTE STUDENTS**  
**BY DEPARTMENT AND LEVEL OF INSTRUCTION**  
**Fall 2007**

College and Department	Lower	Upper	Master	Doctoral	Total
<b>EDUCATION</b>	<b>301.2</b>	<b>757.9</b>	<b>882.2</b>	<b>175.3</b>	<b>2,116.7</b>
Counselor Education	31.2	88.0	41.2	1.3	161.8
Curriculum and Instruction	116.2	274.1	312.2	34.9	737.3
Educational Leadership	23.4	16.6	149.5	55.9	245.4
Educational Psychology	1.4	88.6	105.5	56.8	252.3
Special Education	21.6	196.5	264.2	22.3	504.6
Sports Education Leadership	107.4	94.2	9.7	4.1	215.4

The FTE figures above were calculated using the student credits presented here.

Credits are generated by course level, with the exception of doctoral student credits. Doctoral student credit hours are generated by students with doctoral standing (G04).

**STUDENT CREDITS**  
**BY DEPARTMENT AND LEVEL OF INSTRUCTION**  
**Fall 2007**

College and Department	Lower	Upper	Master	Doctoral	Total
<b>EDUCATION</b>	<b>4,518</b>	<b>11,369</b>	<b>10,587</b>	<b>1,578</b>	<b>28,052</b>
Counselor Education	468	1,320	495	12	2,295
Curriculum & Instruction	1,743	4,111	3,746	314	9,914
Educational Leadership	351	249	1,794	503	2,897
Educational Psychology	21	1,329	1,266	511	3,127
Special Education	324	2,947	3,170	201	6,642
Sports Education Leadership	1,611	1,413	116	37	3,177