

NSHE Enrollment Reporting Procedures (effective Fall 2005)

Chapter 6, Section 2 of the Nevada System of Higher Education
Procedures and Guidelines Manual, Rev. 25 (12/08)

- 1. Enrollment Reporting Timelines:** The enrollment counts for each institution will consist of a preliminary and final count of enrollment each semester. The preliminary count in the fall and spring semesters will be reported as of October 15 and March 15 respectively for the community colleges and as of the last day to drop/add at the universities and state college. The end-of-semester count for the fall semester must be taken on or before January 15 and reported to the Chancellor's Office no later than February 1. The end-of-semester count for the spring semester must be taken on or before June 15 and reported to the Chancellor's Office no later than July 1. Enrollment counts will include unduplicated student headcount, as well as state supported student FTE.
- 2. State Supported FTE:** Student enrollments in NSHE courses are counted as state supported FTE in all academic credit courses that can be used to fulfill the requirements of a degree or certificate and where student fee revenue¹ is collected in support of the state operating budget.
 - Enrollment in credit-bearing² remedial/developmental courses³ and vocational training courses may also be counted as state supported FTE as long as student fee revenue is collected in support of the state operating budget.
 - In cases where additional fees are required to cover special costs and are placed in a class fee account or a self-supporting budget, FTE enrollment may still be counted as long as the normal class revenues from students are collected in support of the state operating budget.
- 3. Headcount:** Unduplicated headcount will be reported for all state supported courses using the same reporting criteria as student FTE. The universities will also report a separate unduplicated headcount for professional schools (i.e. medical, law, and dental).
- 4. Summer Term:** Summer term enrollment occurs for any course in which more than 50% of the class time occurs during the summer term as defined by each institution's official calendar.

¹ student fee revenue – Registration fees & tuition are established by the Board of Regents. In order to meet the criteria for state support, institutions are required to charge Board approved tuition and fees per credit (Title 4, Ch. 17, Sect. 5). Special fees may be created to cover additional costs of instruction (lab fees, etc.). Fees can also be waived under special circumstances (see BOR policy Title IV, Chapter 17).

² credit-bearing (def.) Courses possessing at least one unit of credit (.1 or more) signifying a quantification of student academic learning. One unit of credit typically represents fifteen hours of lecture or seat time (as defined by the Northwest Commission on Colleges and Universities).

³ remedial/development courses – English or math classes with course numbers less than 100.

When more than 50% of a course occurs in the time period between a summer term and a spring or fall semester, or between fall and spring terms, and student fee revenue is used in support of the state operating budget, enrollments will be recorded in the spring or fall semester the course occurs closest to. Summer term FTE is not state-supported, except for nursing courses and science-based nursing prerequisites and major requirements (see additional information provided under Summer Nursing Enrollment).

5. **Summer Nursing Enrollment:** Beginning in Summer 2004, student FTE from undergraduate nursing and science-based nursing prerequisites/requirements will be included in the state supported budget. Unduplicated headcount will also be reported to the Chancellor's Office for the nursing and science-based courses included in the state-supported budget. The following criteria will be followed in calculating and reporting these enrollments:

- Institutions will report the enrollment of nursing students and pre-nursing students enrolled in undergraduate nursing courses, as well as science-based nursing prerequisites and major requirements⁴. Nursing courses included in enrollment counts must be requirements⁴ for an associate or baccalaureate degree. A record of educational intent or declaration of major must be auditable and stored within the Student Information System.
- Student FTE from undergraduate nursing courses and science-based nursing prerequisites/requirements will be added to the FTE totals from the fall semester of the subsequent academic year. (i.e. Summer 2004 FTE from nursing courses and prerequisites/requirements will be added to Fall 2004 FTE) for the purposes of computing annual average FTE.
- The official enrollment reporting date for summer session will be an end-of-semester count occurring no later than August 15. Institutions must submit their enrollment to the System Office no later than August 31.

6. **FTE Calculations:** The following equations must be utilized when calculating state supported FTE:

- Undergraduate level FTE - semester student credit hours generated in undergraduate level courses (course numbers 000 to 499) --regardless of student level -- divided by 15.
- Master's level FTE - semester student credit hours in graduate-level courses (course numbers 500 and above) generated by non-doctoral students, divided by 12.

⁴ science-based nursing prerequisites and major requirements refer to all courses belonging to the physical or biological sciences that are either prerequisites for entry into a nursing program or required courses within a nursing program (i.e. biology, chemistry, nutrition)

- Doctoral level FTE - semester student credit hours in graduate-level courses (course numbers 500 and above) generated by doctoral students, divided by 9.
7. **Deferments & Refunds:** Students who have not paid in full or complied with the institution's formal deferment policy must be deleted from end-of-semester enrollment counts. Those students receiving 100 percent refunds for course enrollments are subtracted from the FTE enrollment count, while refunds of less than 100 percent are not subtracted.
 8. **Course Taxonomy Data:** On the official enrollment reporting date of each term, institutions will submit a file composed of individual student records, one record per student per course. Records should be created for all students enrolled in at least one credit-bearing course that qualifies as state supported FTE. The total student FTE reported in the file must equal the institutions' official enrollment recorded for that term. System Administration is responsible for identifying all new course prefixes, applying initial coding, and verifying assigned supported levels with all institutional representatives.
 9. **Institutional Documentation:** Each institution must establish and maintain documentation delineating institutional procedures and processes for calculating state supported FTE. The documentation should include formalized steps and responsibilities of staff in the process of calculating student FTE, as well as detailed procedures for downloading data from the mainframe, processing and computing information to reach state supported FTE totals, and reviewing data for validity and reliability. Also, institutions should develop a schedule and process for conducting periodic reviews of the courses included in FTE calculations in order to ensure only appropriate ones are included in official state supported FTE counts.
 10. **Audit:** Campus enrollments may be audited against these procedures.

(Added 6/05; A. 8/05, 3/06)