



Ted Strickland, Governor  
Eric D. Fingerhut, Chancellor

## Board of Regents

University System of Ohio

### HEI Data Bulletin No. 3

**Date:** March 3, 2009

**Issue:** Reporting of “First Time Ever Enrolled in College” status in the Student Entrance file

**Files affected:** Student Entrance (SE)

**Description:**

There has been some confusion recently over how to populate the “First Time Ever Enrolled in College Switch” in the Student Entrance (SE) file.

The most common use of this field has been to determine when and where students begin their studies as “regular” college students. For example, in reports on developmental course enrollment, the cohort analyzed is often a set of “first-time” freshmen students.

Confusion about the use of this field arises in cases where students begin taking college courses while they are in high school. If John Smith, a high school senior, takes his first college course in Fall 2007 at “Local Community College,” a Student Entrance file record is submitted for him with the following information:

Admission Area – HGH

Year of First Enrollment – 2007

Term of First Enrollment – AU

First Time Ever Enrolled in College Switch – Y

When John Smith graduates from high school in June 2008 and enrolls as a “regular” college student in Fall 2008, the college where John is enrolled will submit a new Student Entrance file record. The new SE record is submitted even if John continues to attend “Local Community College.”

The new SE record should contain the following information:

Admission Area – UND

Year of First Enrollment – 2008

Term of First Enrollment – AU

First Time Ever Enrolled in College Switch – Y.

Sometimes, especially in the cases where students continue enrollment at the colleges that they attended while they were high school students, the First Time Ever Enrolled in College Switch is set to “N,” because “Local Community College” knows that the students have taken college courses in the past.

### Resolution:

Student Entrance file data for the Admission Area, Year and Term of First Enrollment, and the First Time Ever Enrolled in College Switch should be reported as described above. Students who take college courses while in high school and continue in college after high school graduation will be reported as “First-Time” twice.

To reduce the potential for misinterpretation, the name of the “First Time Ever in College Switch” will be changed to “First Time Enrolled in Admission Area Switch.” The documentation will be revised to make it clear that “Y” is a valid value for students in the HGH and UND admission areas, but all students in the GRD, NDG, and PRO admission areas will be reported as “N” in this field.

The file documentation will be revised as follows.

### Current documentation:

<b>First Time Ever Enrolled in College Switch</b>	Enter Y if this (Year and Term of First Enrollment at this institution) is the first time the student has ever entered any higher education institution. Otherwise enter N. For specific information about PSEOP students, click on the hyperlink in the left column.	Alphabetic 1 character Column 38
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**First Time Ever Enrolled in College:** *Students who have not previously attempted to earn academic credit which under normal circumstances would contribute towards the award of a college or university degree should be considered first time ever enrolled in college. Students formerly enrolled in a college or university while in high school through the **Postsecondary Options Enrollment Program (PSEOP)** should be considered first time ever enrolled in college.*

### Revised documentation:

<b>First Time Enrolled in Admission Area Switch</b>	For students in the High School (HGH) and Undergraduate (UND) Admission Areas, enter Y if this (Year and Term of First Enrollment at this Institution) is the first time that the student has enrolled in any higher education institution in that Admission Area.  For students in Graduate (GRD), Non-degree Graduate (NDG), and Professional (PRO) Admission Areas, report as N.	Alphabetic 1 character Column 38
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**First Time Ever Enrolled in Admission Area:** *The primary purpose of this field is to determine when students in the high school and undergraduate admission areas have begun their college course-taking in those admission areas. The field does not apply to graduate and professional students – all students in those admission areas will have a value of “N” in this field. Special care must be taken to reset the “first-time” switch to “Y” when high school students who have taken college courses graduate from high school and begin attending college as regular college students.*