

## HEI Data Bulletin No. 6

**Date:** August 25, 2009

**Issue:** Modification of Preliminary Headcount Enrollment Data Collection

**Files Affected:** Preliminary Headcount (PH) file

### Description

There are issues to resolve with both the preliminary headcount data elements collected and the method of data collection.

Data Elements:

The Preliminary Headcount file is used to estimate headcount for a given campus for every fall term as of the 15<sup>th</sup> calendar day of the term.

From the HEI documentation for this file:

“The Preliminary Headcount (PH) file should contain one record providing the total enrollment for the autumn academic term as of the end of business on the fifteenth calendar day of the autumn academic term. The count should include **all** enrollments in degree-credit courses of instruction. (Includes those enrollments in flexibly scheduled course sections where the start date is on or before the 15th calendar day of the autumn term.)”

“When compiling data for the Preliminary Headcount (PH) file, use these guidelines to maintain consistency with past reporting:

1. Data should reflect enrollments in degree-credit courses of instruction only.
2. Headcount should be unduplicated.
  - a. If a student is enrolled at multiple campuses within an institution, submit that student's enrollment once, for the campus where they are taking the majority of their coursework. “

The preliminary headcount enrollment data provides useful information on year-to-year enrollment changes early in the fall term, since it is not possible to wait until fall term data are completely processed in HEI to publicize enrollment changes. However, since just a single enrollment figure is collected for each campus, we cannot use the Preliminary Headcount data to answer questions about the types of students that make up these enrollment figures. **In the future, we would like to be able to distinguish between different types of students to see which sub-populations are increasing or decreasing.**

### **Method of Data Collection:**

The preliminary headcount enrollment data has previously been collected through the Preliminary Headcount, or PH, file in HEI. The IT overhead costs of that collection method are fairly high, and seem excessive given that we are only collecting a few numbers per campus each year.

Making the simple changes to the preliminary headcount data collection through an HEI file submission process is fairly cumbersome and time-consuming.

## **Resolution**

### **New Data Elements**

Instead of just collecting a total headcount by campus, we will collect enrollment figures on three separate groups of students:

- “First-Time Ever in College” students (only undergraduate students - do not include high school students)
- All other undergraduate students (including all high school students)
- Graduate and Professional students

All other guidelines remain the same. As before, data should reflect enrollments in degree-credit courses of instruction on or before the 15th calendar day of the autumn term. Headcount figures should be unduplicated at the institutional level. If a student is enrolled at multiple campuses within an institution, submit that student's enrollment once, for the campus where they are taking the majority of their coursework.

### **Method of Data Collection:**

The Preliminary Headcount HEI file has been discontinued and will not be submitted to HEI in a data file format for NA 2009 (Autumn term 2009) and beyond.

The preliminary headcount enrollment information will be collected through spreadsheets that will be e-mailed by HEI staff.