

TITLE: Enrollment Data Dissemination

AUTHOR: Registrar and Director of Institutional Research

EFFECTIVE: January, 1988

PURPOSE: To identify the method of obtaining accurate enrollment data

REVIEWER: Vice President for Academic Affairs

OPERATING DETAILS:

1. Enrollment data is collected for students each semester/summer term through the process of registration and is updated throughout the semester as the student or academic division provides additional information.
2. Quantifiable data is requested by the Registrar from the data center through various programs which have been established.
3. As students finalize registrations, reports will be generated every second day after the first day registration report. These reports will be compiled by the Registrar and routed to the Vice President for Academic Affairs. The Vice President for Academic Affairs will then route this information to the President, Public Relations Office, Admissions Office, Chief Financial Officer for divisional information.
4. On-campus requests for enrollment data should be routed to the Vice President for Academic Affairs or his appointee.
5. Off-campus requests for enrollment data should be routed to the President or his appointee.
6. Enrollment reports generated on campus should parallel with final data generated from the IHL MIS staff; however, occasional differences may arise. For this reason data is not considered final until enrollment results are reported back from IHL. Reports included are:

IHL-0	Enrollment
IHL-1	Graduate enrollment
IHL-2	Residence enrollment
IHL-16	ACT average score of freshman
IHL-17	Students with less than 7 semester credit hours
IHL-19	Reasons for admittance of freshman