

12-month Enrollment 2019-20

Institution: Potomac State College of West Virginia University (237701)

User ID: 88G4402

Overview

12-month Enrollment Overview

The 12-month Enrollment component collects unduplicated student enrollment counts and instructional activity data for an entire 12-month period. Using the instructional activity data reported, a full-time equivalent (FTE) student enrollment at the undergraduate and graduate level is estimated. Institutions with Doctor's - professional practice students will also report the FTE enrollment of those students. NCES uses the FTE enrollment to produce indicators such as expenses by function per FTE as reported in the IPEDS Data Feedback Report.

Data Reporting Reminder

- All institutions must use the July 1 - June 30 reporting period.

Changes to reporting for 2019-20

- The term 'contact hour' has been replaced with the term 'clock hour'
- The term 'formal award' has been replaced with the term 'recognized postsecondary credential'
- There is a new instruction to exclude students participating in Experimental Pell (See <https://experimentalsites.ed.gov/exp/approved.html>)

For 2020-21 changes, please review the preview screens available on the [Survey Materials](#) page.

Resources:

To download the survey materials for this component: [Survey Materials](#)

To access your prior year data submission for this component: [Reported Data](#)

If you have questions about completing this survey, please contact the **IPEDS Help Desk at 1-877-225-2568**.

Undergraduate Instructional Activity Type

Undergraduate instructional activity data in Part B may be reported in units of clock hours or credit hours.

Which instructional activity units will you use to report undergraduate instructional activity?

Please note that any graduate level instructional activity must be reported in credit hours.

- Clock hours
- Credit hours
- Both clock and credit hours (some undergraduate programs measured in clock hours and some measured in credit hours)

You may use the space below to provide context for the data you've reported above.

Part A - Unduplicated Count

12-month Unduplicated Count by Race/Ethnicity and Gender

July 1, 2018 - June 30, 2019

Reporting Reminders:

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered subbaccalaureate undergraduate programs, and students in these programs are undergraduate students.

Men

Students enrolled for credit	Undergraduate students
Nonresident alien	3
Hispanic/Latino	20
American Indian or Alaska Native	2
Asian	6
Black or African American	65
Native Hawaiian or Other Pacific Islander	1
White	513
Two or more races	29
Race and ethnicity unknown	12
Total men	651
Total men prior year	688

Women

Students enrolled for credit	Undergraduate students
Nonresident alien	3
Hispanic/Latino	36
American Indian or Alaska Native	2
Asian	6
Black or African American	60
Native Hawaiian or Other Pacific Islander	0
White	721
Two or more races	36
Race and ethnicity unknown	3
Total women	867
Total women prior year	964


Grand total (2018-19)

1,518

Prior year data:

Unduplicated headcount (2017-18)

1,652

 Total enrollment Fall 2018

1,340

NOTE: Grand total (2018-19) calculated above is expected to be greater than Total enrollment Fall 2018.

Part B - Instructional Activity

12-month Instructional Activity July 1, 2018 - June 30, 2019

Instructional Activity Reporting Reminder:

•Instructional activity is used to calculate an IPEDS FTE based on the institution's reported calendar system.

FTE Reporting Reminder:

•Institutions need not report their own calculations of undergraduate FTE unless IPEDS FTE calculations would be misleading for comparison purposes among all IPEDS reporting institutions.

	2018-19 total activity	Prior year data
Instructional Activity		
Undergraduate level:		
Credit hour activity	33,171	34,482

Calendar system (as reported on the prior year IC Header survey component): **Semester**

If the IPEDS calculated FTE estimates below are not reasonable, **AND** you have reported the correct instructional activity hours above, enter your best FTE estimate in the "Institution reported FTE" column below and save the page. This option should be used **ONLY** if the calculated estimate is not reasonable for your institution and IPEDS comparisons.

Please provide your best estimate of undergraduate FTE for the 12-month reporting period **only if the calculated FTE estimate below is not reasonable for IPEDS comparison purposes:**

	Calculated FTE 2018-19	Institution reported FTE 2018-19	Prior year FTE 2017-18
Undergraduate student FTE	1,106	1,106	1,149

Prepared by

The name of the preparer is being collected so that we can follow up with the appropriate person in the event that there are questions concerning the data. The Keyholder will be copied on all email correspondence to other preparers.

The time it took to prepare this component is being collected so that we can continue to improve our estimate of the reporting burden associated with IPEDS. Please include in your estimate the time it took for you to review instructions, query and search data sources, complete and review the component, and submit the data through the Data Collection System.

Thank you for your assistance.

This survey component was prepared by:

<input type="radio"/> Keyholder	<input type="radio"/> SFA Contact	<input type="radio"/> HR Contact
<input type="radio"/> Finance Contact	<input type="radio"/> Academic Library Contact	<input checked="" type="radio"/> Other
Name: Debbie Wilson		
Email: debbie.wilson@mail.wvu.edu		

How many staff from your institution only were involved in the data collection and reporting process of this survey component?

1.00	Number of Staff (including yourself)
------	--------------------------------------

How many hours did you and others from your institution only spend on each of the steps below when responding to this survey component?

Exclude the hours spent collecting data for state and other reporting purposes.

Staff member	Collecting Data Needed	Revising Data to Match IPEDS Requirements	Entering Data	Revising and Locking Data
Your office	1.00 hours	hours	0.50 hours	hours
Other offices	hours	hours	hours	hours

Summary screen**12-Month Enrollment Component Summary**

IPEDS collects important information regarding your institution. All data reported in IPEDS survey components become available in the IPEDS Data Center and appear as aggregated data in various Department of Education reports. Additionally, some of the reported data appears specifically for your institution through the College Navigator website and is included in your institution's Data Feedback Report (DFR). The purpose of this summary is to provide you an opportunity to view some of the data that, when accepted through the IPEDS quality control process, will appear on the College Navigator website and/or your DFR. College Navigator is updated approximately three months after the data collection period closes and Data Feedback Reports will be available through the [Data Center](#) and sent to your institution's CEO in November 2019.

Please review your data for accuracy. If you have questions about the data displayed below after reviewing the data reported on the survey screens, please contact the IPEDS Help Desk at: 1-877-225-2568 or ipedshelp@rti.org.

12-Month Unduplicated Headcount and Full-Time Equivalent Students

Total 12-month unduplicated headcount	1,518
Undergraduate student unduplicated headcount	1,518
Graduate student unduplicated headcount	0
Total 12-month full-time equivalent (FTE) student enrollment	1,106
Undergraduate student FTE	1,106

12-month Enrollment

Potomac State College of West Virginia University (237701)

Source	Description	Severity	Resolved	Options
Screen: Unduplicated count				
Screen Entry	The 12-month unduplicated count of undergraduate students for Race and ethnicity unknown Men (12) is different than expected when compared with the same category (15) in the prior year Fall Enrollment survey, because the official fall enrollment reporting date falls within the 12-month timeframe for E12. Please correct your data or explain. (Error #9354)	Explanation	Yes	
Reason:	These data only changed by 3 students. It is correct for this year.			
Screen Entry	The 12-month unduplicated count of undergraduate students for Race and ethnicity unknown Women (3) is different than expected when compared with the same category (5) in the prior year Fall Enrollment survey, because the official fall enrollment reporting date falls within the 12-month timeframe for E12. Please correct your data or explain. (Error #9363)	Explanation	Yes	
Reason:	This data has only changed by 2 students. It is correct for this year.			
Screen Entry	The 12-month unduplicated count of undergraduate students for Asian Women (6) is different than expected when compared with the same category (8) in the prior year Fall Enrollment survey, because the official fall enrollment reporting date falls within the 12-month timeframe for E12. Please correct your data or explain. (Error #9358)	Explanation	Yes	
Reason:	This information only changed by 1 student. It is correct for this year.			