

Fall Collection and Points of Interest

Fall 2024 (September 4, 2024 - October 16, 2024)

- If you are a new keyholder and have any questions, please reach out to me at skenesson@sbctc.edu and I will walk you through the process.
- Please ensure that your collection contacts are up to date in the IPEDS survey collection system, and that they are all subscribed to this listserv ([IPEDS Info Page \(ctc.edu\)](http://ipeds.ctc.edu))
- ***Note that data uploads from SBCTC cannot begin until the 'Institutional Characteristics' survey has been completed and locked*** – please have that completed by the end of the month.
- Note also that we do not lock surveys for colleges – you will need to lock all of your surveys before the closing date for each collection. Reminders will be sent out as we get closer to survey lock dates. That said, we have enabled 'coordinator lock' for all colleges. If you need to make changes after locking your survey, please let me know as we have two weeks from the college lock date to complete the coordinator lock.

Open

Wednesday, September 4, 2024

Institutional Characteristics

The primary purpose of the IPEDS Institutional Characteristics (IC) component is to collect basic institutional information including mission, student services, and athletic association and establish characteristics for which sections of other surveys colleges must complete.

College's responsibilities:

- Complete all sections of the survey.
- Check for errors, edit where needed and add any necessary caveats
- Lock the survey by September 27, 2024

Cost Part 1 (New for 2024-2025)

The primary purpose of the Cost Part 1 (CST1) component is to collect student charges data including tuition for different levels and cost data for first-time, full-time students either for programs or for an academic year. This includes tuition and fee data as well as information on the estimated student budgets for students based on living situations (on-campus or off-campus). The cost numbers are also used in the SFA survey during the Winter collection to calculate net price of attendance. This data will inform the NCES College Navigator cost of attendance, so please ensure values entered here align with your Financial Aid Office's values.

College's responsibilities:

- Complete all sections of the survey.
- Check for errors, edit where needed and add any necessary caveats
- Lock the survey by October 16, 2024

12-month Enrollment

SBCTC Responsibilities:

- Process data.
- Upload the data to IPEDS web-based collection system by October 2, 2024.

College's responsibilities:

- Perform edit checks and resolve any flagged data on the IPEDS web site
- Lock the survey by October 16, 2024

Completions

SBCTC Responsibilities:

- Process data.
- Upload the data to IPEDS web-based collection system by October 2, 2024.

College's responsibilities:

- Download **Award Levels and Completions_SQL.xlsx** from the website if you wish to see how SBCTC exit codes are crosswalked to IPEDS Award Levels. SQL will also be included if you wish to try to match Completions Summary Totals (Completions year-end snapshot will be taken September 12).
- Perform edit checks and resolve any flagged data on the IPEDS web site
- Lock the survey by October 16, 2024

Uploading IPEDS Survey Data

Colleges may choose to not have SBCTC upload survey data to IPEDS. SBCTC will continue to provide survey data to you in the current formats whether or not your college chooses to be responsible for entering survey data. Contact Summer Kenesson skenesson@sbctc.edu to request that SBCTC not bulk upload IPEDS survey data for your college. The choice to opt out of SBCTC uploading your data applies to **ALL** IPEDS surveys throughout the year.