

General Information

- Registration for keyholders opened August 7, 2024.
 - You can register at <http://surveys.nces.ed.gov/ipeds>.
 - After registering, you will receive a username and password that will apply to all collection periods during the academic year.
 - Please log onto the system and verify your registration information.

- The IPEDS listserv was created to facilitate communication of IPEDS issues. Anyone involved with IPEDS reporting should subscribe to the listserv at http://lists.ctc.edu/mailman/listinfo/ipeds_lists.ctc.edu

- For each of the collection periods, please remember to run edit checks early--some errors take a while to research. Once the collection period closes, you will not be able to enter or edit your data.

- When cleansing your data, there will be times when you are prompted to enter a caveat. Please treat these caveats with a fair amount of respect since they will be posted to the College Navigator web site along with your data and will be available for public viewing. <http://nces.ed.gov/collegenavigator/>

Colleges have the option of entering IPEDS survey data instead of SBCTC bulk uploading survey data. To request that SBCTC not upload survey data contact Summer Kenesson at skenesson@sbctc.edu. The choice to opt out of SBCTC uploading your data is an all or nothing decision. You will not have the choice of SBCTC including your college data in the bulk upload for some surveys and not others.

CONTACT MATRIX

Subject	IPEDS Web-based collection system	Student Data / Listserv	Finance and Academic Libraries	Human Resources Survey
Contact	IPEDS help desk	Summer Kenesson	Lori Carambot	Data Services Inbox
Email	ipedshelp@rti.org	skenesson@sbctc.edu	lcarambot@sbctc.edu	DataServices@sbctc.edu
Phone	877-225-2568	360-704-4384	360-704-1029	360-704-4375

Fall Collection

(September 4, 2024 – October 16, 2024)

COMPONENT	COLLEGE'S RESPONSIBILITY	SBCTC'S RESPONSIBILITY	COHORT YEAR	NOTES
Institutional Characteristics (IC) <ul style="list-style-type: none"> • Screening questions • Mission, student services 	Process Data Enter/Upload Data Cleanse Data Lock survey by September 27, 2024		Data for Academic Year 2024-25	Data cannot be uploaded into other surveys until the IC survey is completed and locked.
Cost Part 1 (CST1) <ul style="list-style-type: none"> • student charges and costs 	Process Data Enter/Upload Data Cleanse Data			Note student costs and charges must align with what will be reported in the FA survey in winter collection
Completions (C)	Cleanse Data. Enter survey data if your college has requested that SBCTC not bulk upload survey data.	Process Data *Upload Data by Oct 2	Academic Year 2023-24	Year-end snapshot for Completions is taken Sept 10
12-Month Enrollment <ul style="list-style-type: none"> • 12-Month Unduplicated Count • Instructional Activity 	Cleanse Data. Enter survey data if your college has requested that SBCTC not bulk upload survey data.	Process Data *Upload Data by Oct 2	Academic Year 2023-24	
All Components	Lock Data by October 16			College keyholder must lock the surveys at this time.

*SBCTC will only upload data for schools that do not opt out of the bulk survey data upload.

Winter Collection

(December 4, 2024 – February 5, 2025)

COMPONENT	COLLEGE'S RESPONSIBILITY	SBCTC'S RESPONSIBILITY	COHORT YEAR	NOTES
Student Financial Aid (SFA)	After SBCTC uploads the survey data, manually update Section 2: Military Servicemembers and Veteran's Benefits. Cleanse Data. Enter survey data if your college has requested that SBCTC not bulk upload the survey data.	Process Data Provide Excel reports and Upload Data by January 22	2023-24 SFA data on Fall 2023 enroll cohort	
Cost Part 2 (CST2)	TBD	TBD	Fall 2023-2024	
Graduation Rates (GR)	Cleanse Data. Enter survey data if your college has requested that SBCTC not bulk upload survey data.	Process Data Provide Excel reports and Upload Data by January 22	Section III: 4yr--Fall 2018	All colleges are reporting as 4-year institutions
200% Graduation Rates (GR 200)	Cleanse Data. Enter survey data if your college has requested that SBCTC not bulk upload the survey data.	Process Data Provide Excel reports and Upload Data by January 22	4yr--Fall 2016	This survey is only for colleges that enroll students in baccalaureate degrees in the cohort year without enrolling in an associate's degree first (none in the 2024-2025 collection)
Admissions (ADM)	Complete only Part A – 'screening questions'			
Outcome Measures (OM)	Cleanse Data. Enter survey data if your college has requested that SBCTC not bulk upload survey data.	Process Data Provide Excel reports and Upload Data by January 22	Academic Year 2016-17	

IPEDS Reporting Summary
 Academic Year: 2024-25

COMPONENT	COLLEGE'S RESPONSIBILITY	SBCTC'S RESPONSIBILITY	COHORT YEAR	NOTES
Finance (Finance)	Process Data Enter/Upload Data Cleanse Data	Reports are provided by SBCTC Finance. Some college calculations will need to occur to complete the survey.	Fiscal Year 2024	Do NOT Lock the finance survey until spring collection locks. Completion of this survey in winter is to ensure alignment with corresponding values in FA survey
All Components except Finance	Lock Data by February 5			College keyholder must lock the surveys at this time.

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Spring Collection

(December 4, 2024 – April 2, 2025)

COMPONENT	COLLEGE'S RESPONSIBILITY	SBCTC'S RESPONSIBILITY	COHORT YEAR	NOTES
Human Resources (HR) <ul style="list-style-type: none"> Fall Staff Faculty Salaries Employees by Assigned Position 	Review QARS reports for accuracy Cleanse Data. Enter survey data if your college has requested that SBCTC not bulk upload survey data.	Support for QARS reports and data. Upload Prelim data on March 5. Upload Final data on March 19.	Fall 2024	
Fall Enrollment	Cleanse Data. Enter survey data if your college has requested that SBCTC not bulk upload survey data.	Process Data Provide Excel reports and Upload data by March 19.	Part A-D and F: Fall 2024 Part E (Retention): Fall 2023 cohort	Colleges need to validate that SMS data are correct before fall finals are captured in late Dec
Finance	Update if needed from winter collection process	Reports are provided by SBCTC Finance. Some college calculations will need to occur to complete the survey.	Fiscal Year 2024	
Academic Libraries (AL) <ul style="list-style-type: none"> Library collections, expenditures and services 	Required from institutions who report library expenditures greater than \$0. Obtain Library collection counts from Academic Library Directors or previous respondents		Fiscal Year 2024	2024-2025 is the last year the Academic Libraries survey will be included.
All Components	Lock Data by April 2			College keyholders must lock the surveys at this time.

*SBCTC will only upload data for schools that do not opt out of the bulk survey data upload.