

## **Kansas Higher Education Enrollment Report (KHEER)**

### **Data Reporting Instructions and Guidelines**

#### **I. General Information**

A. Introduction-- Each fall and spring term, public and independent postsecondary education institutions in Kansas are asked to report specific enrollment data. These reports essentially represent an enrollment “snapshot” for an institution at one specific time during each term. For these reports, the “snapshot” date or reporting day is the 20<sup>th</sup> day of class of the fall or spring term. Institutions submit their enrollment data on webforms maintained by the Institutional Research (IR) office at the Kansas Board of Regents. For questions or inquiries about this report, institutions can contact Kurt Gunnell at (785) 368-7360 or kgunnell@ksbor.org.

#### B. Required Reports

##### Fall Term

- **General Enrollment Report**
- **First-time Freshmen Report**
- **Transfer Student Report**

##### Spring Term

- **General Enrollment Report**

#### C. Due Dates (Data Collection Period)

Fall Term: October 1<sup>st</sup> through October 31<sup>st</sup>

Spring Term: March 1<sup>st</sup> through March 31<sup>st</sup>

#### D. Instructions for Completing Webforms

1. User ID and Password-- In order to complete the webform, each KHEER institutional contact must have a user ID and password. To obtain a user ID and password, a user account must be established; please contact Kurt Gunnell, (785) 368-7360 or kgunnell@ksbor.org in the KBOR IR office for information about setting up a user account.
  - a) The user ID and password for institutional contacts will remain the same for both terms (Fall and Spring) of the academic year.
  - b) If a KHEER contact person is added at an institution, a new user ID and password must be obtained for the new contact.
  - c) If any of the institution’s KHEER contacts should no longer need access to the system, please contact Kurt Gunnell so that their login information will be disabled.
2. Types of User Access-- Institutions will request specific access profiles for their users. These profiles are based on the user’s involvement in submitting the institution’s reports. The three access profiles are:

- a) Read access only- the user can view the data on the webforms, but can't enter/modify/lock the data on the webforms.
  - b) Read/Write access only- the user can view and enter/modify data on the webforms, but can't lock the data on the webforms.
  - c) Lock access only- the user can view, enter/modify, and lock the data on the webforms. When an institution locks their data, it means that they have completed the webform and no other changes or modifications will be made to the data. This access profile will be given to only one KHEER contact at each institution
3. Completing the Webform-- Institutions are directed to submit their enrollment data during the data collection period. After the collection period has ended, institutions will be unable to submit their data.

Data submission requires two basic steps:

- **Entering data**
- **Locking the reports**

**a) Entering data**

- (1) Go to <http://www.kpspsd.org>. This is the main webpage for the IR office of the Kansas Board of Regents.
- (2) On the menu bar, select the Login option; this will open a page to enter the login information.
- (3) Enter the user ID and password provided when setting up a user account.
- (4) After a successful login, the user might need to select the appropriate term; if not, the user should see their user and institutional name across from the login option.
- (5) Navigate to the left side of the webpage (in the blue menu bar) and perform a "mouse-over" on the Project Areas section; select the KHEER option.
- (6) The webpage for the Kansas Higher Education Enrollment Report (KHEER) will open. This webpage contains three tabs: the General Information tab, Data Submission tab, and Reports tab. The General Information tab contains information concerning submission dates, sample forms, instructions, and contact information. The Data submission tab includes the links to the webforms. The Reports tab has the links to statewide KHEER reports and the report query tool.
- (7) Select the Data Submission tab. The webpage with links to the required webforms for that term will be displayed. This page is considered the KHEER homepage.
- (8) Select the Input Form link for the desired report. The webform will open up a new window.
- (9) Input or enter the required information in this new window.
- (10) At any time while completing the webform, the user can *save* and/or *exit* the form; the user can also select the option to print the form.

**b) Locking the reports**

- (1) After the enrollment data have been entered and reviewed by the user(s) to confirm its accuracy, the lock process must be completed by the institutional user who has the lock access.

- (2) At the bottom of the KHEER Data Submission tab (webpage), the user will select the appropriate Lock link(s) for the required report(s). After each link is selected, the report is locked and no other changes or modifications can be made to the data. Additionally, this Lock process informs the KBOR institutional research staff that the data submission process for this report is now completed and the institution's data are ready to be used. **An institution has not fully completed the reporting process until the lock procedure has been performed for all three enrollment reports.**
- (3) A printable version of an institution's preliminary or final report is available on the KHEER homepage.

#### 4. Statewide KHEER Term Reports

After all public and independent institutions have submitted their enrollment report each term, the KBOR IR office compiles a final statewide report. This report link can be found on the KHEER Report tab on the KHEER homepage. The report is divided into different sections by institution type:

- Public universities (state universities and Washburn)
- Community colleges
- Technical colleges
- Independent universities

and by enrollment data type:

- Headcount
- Student credit hour
- Full-time equivalent (FTE)
- Campus enrollment (On-Campus, Off-Campus)
- Student Attendance status (Full-time student, Part-time student)
- Student Residency (Resident, Non-resident)

## II. Enrollment Reports- General Enrollment, First-time Freshmen, and Transfer Student

### A. General Enrollment Report (Table A – Table E)

1. Student Population to be Reported:
  - a) Students officially enrolled in one or more postsecondary courses in a postsecondary institution.
  - b) High school students enrolled in postsecondary courses.
  - c) ROTC enrollments.
  - d) Students completing the courses that began on or after the first day of the academic term and ended before the reporting day.

**Note:** Enrollments not to be included:

- Students who have officially withdrawn from an institution after the beginning of the academic term and before the reporting day.
- Students enrolled in non-credit courses--courses not creditable towards a formal award.
- Students enrolled after the reporting day of each term.
- Students earning credits through CLEP.

2. Data Requirements

- a) Institutions will submit their enrollment data, as of the reporting day, in Tables A-E
  - (1) Table A-Total Headcount
    - (a) Residency
    - (b) Attendance Status
  - (2) Table B-Total Enrollment by Student Level (automatically-generated; sum of Table C and Table D totals)
    - (a) Headcount
    - (b) Student Credit Hours
    - (c) Full-time Equivalent
  - (3) Table C- On-Campus Enrollment by Student Level
    - (a) Headcount
    - (b) Student Credit Hours
    - (c) Full-time Equivalent
  - (4) Table D- Off-Campus Enrollment by Student Level
    - (a) Headcount
    - (b) Student Credit Hours
    - (c) Full-time Equivalent
  - (5) Table E- Out-of-State Enrollment by Student Level (subset of Table D- Off-Campus Enrollment)
    - (a) Headcount
    - (b) Student Credit Hours
    - (c) Full-time Equivalent
- b) The FTE data for each student level will be automatically calculated from the number of reported Student Credit Hours for that specific student level.
- c) **The Total Headcount in Table A must equal the Total Headcount in Table B; an institution can't lock this report until these two totals are equal.**

**Note:** The row and column totals for all tables are automatically calculated.

**B. First-time Freshmen Report (Table F)**

1. Student Population to be Reported
  - a) Students officially enrolled in one or more postsecondary courses in a postsecondary institution who have not previously attended ANY college as a postsecondary student

**Note:** High school students are not included in this enrollment.

2. Data Requirements

- a) Institutions will only submit their headcount data, as of the reporting day, in Table F by:
  - (1) County-of-Residence
  - (2) Student's Age
- b) Those students who can't be reported under a specific Kansas county, will be reported under one of the following options:
  - (1) Missouri
  - (2) Other Out-of-state
  - (3) Foreign
  - (4) Unknown

**Note:** The row and column totals for all tables are automatically calculated.

**C. Transfer Student Report (Table G)**

1. Student Population to be Reported

- a) Students officially enrolled in one or more postsecondary courses in a postsecondary institution who is transferring from another institution
- b) Students who are transferring to another institution for the first time

**Note:** Only undergraduate students are to be included in the Transfer Student Report.

2. Data Requirements

- a) Institutions will only submit their headcount data, as of the reporting day, in Table G by
  - (1) Transfer institution
  - (2) Student Level Classification
- b) Those students who can't be reported as transfer students from a specific Kansas institution will be reported under one of the following options:
  - (1) Foreign
  - (2) Out-of-state
  - (3) Unknown

**Note:** The row and column totals for all tables are automatically calculated.

### III. Glossary of Terms

**Attendance Status** – the enrollment status of the student based on the student’s academic course load/activity; each student must be designated a Full-time student or a Part-time student.

**County of Residence-** the Kansas county in which the student resides at the time of registration. For students in the age category “Under 20”, report the County of Permanent Home Address (if different from the student's local address). For the other age categories, report the County of Residence address. Typically, this County of Residence address is the local Kansas address provided by the student at the time of registration. Institutions are also able to submit data by other reporting options for out-of-state First-time Freshmen; these options are: (1) Missouri; (2) Other Out-of-State; (3) Foreign; and (4) Unknown.

**Data Collection Period-** the fall KHEER collection cycle will open October 1, and close October 31. The spring KHEER collection cycle will open March 1, and close March 31. There is no KHEER summer collection process.

**Doctoral student-** a graduate student enrolled in a doctoral program, regardless of the number of credit hours completed.

**Enrollment-** the condition of a student being officially registered for one or more postsecondary courses at a postsecondary institution.

Enrollments to be included in the three reports (unless noted):

1. High school students enrolled in postsecondary courses (General Enrollment Report only).
2. ROTC enrollments.
3. Students completing courses that began on or after the first day of the academic term and ended before the reporting day.

Enrollments not to be included in the three reports:

1. Students who have officially withdrawn from an institution after the beginning of the academic term and before the reporting day.
2. Students enrolled in non-credit courses—courses not creditable towards a formal award.
3. Students enrolled after the reporting day of each term.
4. Credit hour enrollment data of students earning them through CLEP.

**Fifth-Year Student-** an undergraduate student enrolled in the 5<sup>th</sup> year of a formal 5-year undergraduate program.

**First-Professional student-** a student enrolled in a program classified by the U.S. Department of Education as First-Professional. The First-Professional degree is awarded for the following programs:

- Chiropractic (D.C. or D.C.M.)
- Dentistry (D.D.S. or D.M.D.)
- Law (L.L.B., J.D.)
- Medicine (M.D.)
- Optometry (O.D.)
- Osteopathic Medicine (D.O.)
- Pharmacy (Pharm.D.)

- Podiatry (D.P.M., D.P., or Pod.D.)
- Theology (M.Div., M.H.L., B.D., or Ordination)
- Veterinary Medicine (D.V.M.)

**First-Professional Certificate student-** a student who has completed a First-Professional degree and is enrolled in a post-First-Professional residency and/or internship program

**First-time Freshmen-** an entering undergraduate student who has not previously attended ANY college as a postsecondary student (i.e., after graduation from high school).

**Freshmen-** an undergraduate student who has completed no more than 29 postsecondary credit hours.

**Full-time Student-** a student whose academic course load work or other required activity is within the standards shown below:

<u>Student Level</u>	<u>Full-time standard</u>
Undergraduate	12 or more credit hours
Graduate	9 or more credit hours
First Professional	12 or more credit hours

**Full-time Equivalent Enrollment (FTE)-** a number derived by dividing the total student credit hours reported for students in a given category by the appropriate divisor shown below. The FTE data for students enrolled in both on-campus and off-campus courses should be reported in the appropriate On-Campus and Off-Campus tables. FTE student enrollments must be reported in whole numbers. (**Note:** To be used by institutions on a regular semester calendar. Institutions on other than a regular semester calendar use a divisor equal to the number of weeks in the term.)

#### Calculation of Full-time Equivalencies

<u>Student Level</u>	<u>Divisor</u>
High school	15
Freshman	15
Sophomore	15
Junior	15
Senior	15
Fifth-Year	15
Undergraduate Special	15
Masters	9
Post-Masters	9
Graduate Special	9
Doctoral	9
First Professional	12
First Professional Certificate	12

**Graduate Special student-** a graduate student who has completed a bachelor's degree/equivalent or higher degree and can be reported as a special, unclassified, or other nondegree-seeking student.

**Headcount-** the number of students enrolled in one or more postsecondary courses.

**High school student-** a student who is still enrolled in high school, and also enrolled in a postsecondary course creditable towards a formal award

**Junior-** an undergraduate student who has completed less than 90 postsecondary credit hours, but more than 59 credit hours.

**Lock-** the procedure to finalize or complete the data reporting process for an institution. This procedure is performed by selecting the lock button on the KHEER homepage after all of the enrollment data has been entered and verified. This procedure also signifies that the institution has completed the data reporting process and that no other modifications or changes will be made to the data.

**Login-** the process of gaining access to the KHEER webforms on the Data Submission tab by inputting the User ID and Password on the Login page. This process is initiated by selecting the login option on the right side of the blue menu bar on the main IR webpage ([www.kspds.org](http://www.kspds.org)).

**Masters student-** a graduate student who is enrolled in a masters program.

**On-Campus Enrollment (Table C)-** for Board of Regents' and independent institutions, on-campus enrollments are defined as those courses taught by an institution's faculty located on the institution's campus. An institution's campus is defined as the boundary of its physical plant. For community colleges, on-campus enrollments are defined as those courses taught by an institution's faculty located within the community college district. For institutions with students enrolled in both on-campus and off-campus courses, include Headcount figures with the on-campus enrollment, and include Student Credit Hour and FTE figures in their appropriate On-Campus or Off-Campus Enrollment table. The data in this table is a subset of Table B, Total Enrollment.

**Off-Campus Enrollment (Table D)-** for Board of Regents' and independent institutions, off-campus enrollments are defined as enrollments in credit courses taught by an institution's faculty, which are physically located off the institution's campus. Campus is defined as the boundary of the physical plant. For community colleges off-campus enrollments are defined as all credit courses taught by an institution's faculty, which are located outside the community college district. For institutions with students enrolled in both on-campus and off-campus courses, include Headcount figures with the on-campus enrollment, and include Student Credit Hour and FTE figures in their appropriate On-Campus or Off-Campus Enrollment table. The data in this table is a subset of Table B, Total Enrollment.

**Out-of-State Enrollment** (Table E)- for Board of Regents’ and independent institutions, out-of-state campus enrollments are defined as enrollments in all credit courses taught by an institution’s faculty, which are physically located outside the state. For institutions with students enrolled in both in-state and out-of-state courses, include Headcount figures with the appropriate On-Campus or Off-Campus enrollment table, and include Student Credit Hour and FTE figures in their appropriate On-Campus or Off-Campus Enrollment table. The data in this table is a subset of Table C, Off-Campus Enrollment.

**Part-time Student-** student whose academic course load work or other required activity is defined within the standards shown below:

<u>Student Level</u>	<u>Part-time standard</u>
Undergraduate	less than 12 hours
Graduate	less than 9 hours
First Professional	less than 12 hours

**Password-** a unique set of numbers and letters assigned to all users by establishing a user account. For questions regarding a User account, Password or User ID, please contact Kurt Gunnell (785) 368-7360 or kgunnell@ksbor.org. All users must have a User ID and password to access the KHEER webforms.

**Post-Masters student** - a student who has completed a master’s degree and is enrolled in a certificate program above the master’s level and below the doctoral level.

**Postsecondary Course** – a course at the postsecondary level that is creditable toward a formal award (e.g., an award/certificate less than one academic year, an award/certificate at least one academic year but less than 2 years, A.A., baccalaureate degree, etc.)

**Reporting Day-** for all institutions, enrollment data shall be reported as of the end of the 20th class day of the fall or spring academic term. In calculating the 20th day, Saturdays, Sundays, and institutionally observed holidays shall be excluded.

**Residency-** residency is defined by Kansas law (K.S.A. 76-729, K.S.A. 71-406). All students who do not meet these requirements shall be counted as non-residents.

**Senior-** an undergraduate student who has completed more than 89 postsecondary credit hours.

**Sophomore-** an undergraduate student who has completed at least 30 postsecondary credit hours, but less than 60 credit hours. Community colleges should include students with more than 59 hours in the sophomore category, unless the Undergraduate Special category is more appropriate.

**Student Credit Hours-** the unit of credit earned by a student who receives instruction in one 50-minute class period per week for a period of 15 weeks (excluding registration and final examination periods).

- Credit awarded for classes not fitting this pattern must require comparable amounts of time both for in-class and for out-of-class activities.
- Student credit hours for each student headcount should be provided in the respective “campus” designation. Student credit hours for students enrolled in both on-campus and off-campus courses should be reported in the appropriate On-Campus and Off-Campus tables.
- Contact hours for postsecondary courses must be converted and reported as credit hours. Contact hour to credit hour conversion factors are institutionally defined. Student credit hours must be reported in whole numbers.
- Student credit hours earned by students through CLEP is not reported.

**Student Level Classification-** a term to denote the academic level of the student as defined by each institution. For an undergraduate student, the level is assigned by the student’s number of completed credit hours; for a graduate student, the level is assigned by the degree that the student is seeking.

<u>Student Level Classification</u>	<u>Degree Level</u>
High school	Undergraduate
Freshman	Undergraduate
Sophomore	Undergraduate
Junior	Undergraduate
Senior	Undergraduate
Fifth-Year	Undergraduate
Undergraduate Special	Undergraduate
Masters	Graduate
Post-Masters	Graduate
Graduate Special	Graduate
Doctoral	Graduate
First Professional	First Professional
First Professional Certificate	First Professional

**Student’s Age-** the age of the student as of the Reporting Day.

**Total Enrollment-** a summary enrollment table (Table B), which contains the sums of an institution’s On-Campus (Table C) and Off-Campus (Table D) subtotals for Headcount, Student Credit Hours, and FTE.

**Total Headcount-** (Table A) a summary headcount table which contains the institution’s total headcount by Residency and Attendance Status. The headcount total for this table must equal the headcount total for Table B.

**Transfer Institution-** the Kansas institution from which an entering student has transferred college credits. In a case where a student is transferring credits from more than one institution, it is defined to be that institution last attended. An institution, which a student has previously attended, but from which credits are not transferred, should not be counted. Please note that this section requests information only about students entering the survey institution, not about continuing students.

**Transfer Student-** a student who is transferring from one Kansas postsecondary institution to another Kansas postsecondary institution. This term only relates to students entering the survey institution; it doesn't include continuing or "stop-out" students. Institutions must submit data by other reporting options for out-of-state transfer students; these options are: (1) Foreign; (2) Out-of-State; (3) Unknown.

**Undergraduate Special student-** an undergraduate student who has not completed the requirements for a baccalaureate degree, yet who is not included in one of the other undergraduate student classifications is to be included in this classification. All institutions should include in this category students who have received a baccalaureate degree but are taking undergraduate courses. Community colleges should include students with more than 59 hours in the sophomore category, unless the Undergraduate Special category is more appropriate.

**User ID-** a unique identifier number assigned to all users by creating a user account. For questions regarding a User account, Password or User ID, please contact Kurt Gunnell (785) 368-7360 or [kgunnell@ksbor.org](mailto:kgunnell@ksbor.org). All users must have a User ID and password to access the KHEER webforms.