



## Module 4 - CIP Selector

### SLIDE 1

Welcome to a demonstration of the CIP Selector. This tool was designed for IPEDS keyholders and coordinators to help them find CIP codes that best describe their instructional programs. The CIP selector asks a series of questions that narrows down the list of possible codes. After answering all the questions, the user receives a list of suggested codes that meet the specified criteria.

### SLIDE 2

To access this tool, click on the “CIP Selector” box on the homepage or on “CIP Selector” in the top navigation bar on any page.

### SLIDE 3

You are looking at the CIP Selector homepage. This page lists 16 broad categories of instructional programs and asks the question: “Which of the following categories best describes your instructional program?” You are instructed to “select only one.”

Note that not all CIP series are included in the CIP Selector. This tool covers only those series that are available for the IPEDS Completions survey, and excludes those series where completions are not reported. Excluded are series 28, 32 through 37, 53, and 60.

Note also that the groupings represented in the 16 categories loosely correspond to what is found in the CIP, but do not exactly match up with the basic CIP structure. Instead, the CIP Selector groups instructional programs to reflect how institutions are typically structured and/or how users may intuitively think. To use the CIP Selector, you don’t need to understand the logic behind the categories, nor be familiar with the CIP structure. You simply answer the questions. To illustrate, let’s walk through an example.

### SLIDE 4

Suppose you are trying to find codes for a couple of new literature programs at your institution. You first select “Arts and Sciences.” A second question appears, highlighted at the bottom of the page, offering four new options.

### SLIDE 5

You now select “Humanities, Liberal and Fine Arts.” This is easy! A third question appears with seven new options. You readily determine that “English Language and Literature” is what you need. Select it. Now your fourth and final question appears, and you select “Literature.” Click on “View Suggestions.”

### SLIDE 6

You are now seeing a list of codes suggested by your answers to the questions. You should read through the titles and definitions to find the programs you are looking for. If you wish, click on “Print” to print the list of suggested codes. If you didn’t find what you need, click on “Modify Selections” to choose a different answer to one of the questions. Or you can click on “Start Over” to begin again by answering the first question.

### SLIDE 7

Let's try another example. You would like to find a code for your interdisciplinary "Biology and Society" program. You begin by selecting "Multi/Interdisciplinary Studies." Then, a second question appears, offering sub-groups of interdisciplinary programs to help narrow the search. You select "Interdisciplinary Sciences" and the third question appears. "Human Biology" looks promising so you select it. There are no further questions and you click on "View Suggestions."

### SLIDE 8

In this case, there is only one suggestion available, but it is a good one. You read through the definition of "Human Biology" and see that "Biology and Society" is offered as an example. You have found your code.

By the way, you'll be reassured to know that if you had selected "Interdisciplinary Social Sciences" instead of "Interdisciplinary Sciences," you would still have been led to this code. Because "Human Biology" intersects "Interdisciplinary Sciences" and "Interdisciplinary Social Sciences," it is included under both headings. More generally in the CIP Selector, specific codes can be reached by multiple paths - routes that depend on how the user answers each question.

### SLIDE 9

We've reached the end of the CIP Selector demonstration. We're sure you'll agree that this is an easy-to-use tool that can help you find the codes you need. You simply answer a series of questions and review the list of suggested codes that results from your choices. And for new IPEDS keyholders and coordinators, you can rest assured - no prior knowledge of the CIP is needed!