



Admissions (ADM) Survey Component Tutorial Script



2019-20 Data Collection Cycle

On behalf of the National Center for Education Statistics, NCES, and the Association for Institutional Research, AIR, welcome to this tutorial on the IPEDS Admissions survey component.

The Admissions component is part of the Winter collection of IPEDS surveys, which opens in early December.

Data entry must be completed and considered final by the end of the collection period, in mid-February, when the keyholder locks their data.

IPEDS coordinators have an additional two weeks to review the data and lock the survey component.

Data collected through the IPEDS surveys provide a basis for postsecondary education analysis and consumer information.

Any institution receiving Title IV federal financial aid is required to submit data to IPEDS, including the Admissions survey component.

NCES is required to annually provide the Office of Federal Student Aid, FSA, with a list of Title IV institutions that did not complete their IPEDS surveys.

FSA then sends out fine letters and warnings to the non-compliant institutions.

The penalty for not submitting IPEDS can be as high as \$35,000 per occurrence, or an institution can lose eligibility to participate in Title IV funding.

The primary purpose of the Admissions component is to collect basic information about the undergraduate selection process for entering first-time, degree/certificate-seeking students. This includes information about admissions considerations and admissions yields as well as SAT and ACT test scores if they are required for admission.

Admissions data are only collected from institutions that do not have an open admissions policy for entering first-time students; and the component applies to first-time entering students only. Do not include other students in the number of applicants, number of admits, and number of admitted students that enrolled.

Institutions report admissions data using the most recent Fall reporting period. For some of the items, context boxes are provided so keyholders may provide text to explain or clarify data entries.

Notes from the context boxes may be displayed on College Navigator.

College Navigator was developed to provide comparable information to the public about postsecondary institutions and is used by students, parents, counselors, researchers and administrators from other institutions, and others.

It is always a good idea to begin the IPEDS reporting cycle early and seek help, when needed, from the IPEDS Help Desk. The knowledgeable Help Desk staff is eager to help. Response time may be longer near the end of the collection cycle.

In addition, the IPEDS Resources page contains frequently asked questions, a link to the glossary, data tip sheets, an archive of survey instruments, and other relevant information.

This concludes the tutorial for the Admissions survey component.