

TITLE: REPORTING OF STUDENT ENROLLMENT DATA

EFFECTIVE DATE: June 1, 2008

LAST REVISION: Revised June 20, 2008

Policy No. 2.003.1

Policy Statement

The purpose of this policy is to define a clear and consistent process for reporting official student enrollment data to the system office, government entities, accrediting bodies, and the Chancellor's office.

DEFINITIONS

Student Enrollment Data: Any data retrieved from the Sowela student information system. This definition includes but is not limited to student enrollment numbers, bio-demographic information, admission type, curriculum, credit hours, and enrollment status.

System Office: Louisiana Community and Technical College System Office.

Government Entities: This definition includes but is not limited to Louisiana Board of Regents, Louisiana Department of Education, United States Department of Education, and National Center for Education Statistics.

Accrediting Body: this definition includes but is not limited to The Commission on Colleges of the Southern Association of Colleges and Schools and the Council on Occupational Education.

GENERAL POLICY

The reporting of student enrollment data is a collaboration of two offices – the Office of Institutional Research and the Office of the Registrar. The Office of Institutional Research is responsible for retrieving and collating the student enrollment information to be submitted in formal reports. The office of the Registrar is responsible for verifying that the information is accurate.

In order to produce accurate reports, both offices must have timely access to the information prior to the submission of the report. The Office of Institutional Research will provide the Registrar with a yearly calendar indicating the required reports and their due dates.

At least one week prior to a report's due date, the Office of Institutional Research will provide the Registrar with a draft copy of the report and the data used to compile the report. The Registrar will review the information and send questions or concerns to the Office of Institutional Research. When all questions have been cleared, the Registrar will approve the information no later than one day prior to the due date of the report.

When the Office of Institutional Research submits a report, they will provide the Registrar with a copy of the report and/or include the Registrar on electronic submissions when possible. Both the Office of Institutional Research and the Registrar's Office will maintain a file (electronic and/or hardcopy) of reports submitted and the dates the reports were submitted.

The Office of Institutional Research will notify the Registrar, when subsequent, or revised reports, are requested and provide a copy of the revised report, with all revisions highlighted, prior to submission. When the revised report is approved by the Registrar, the Office of Institutional will submit the revised report to the requesting entity. The Office of Institutional Research will follow the same procedure for revised reports as with the original reports by providing the Registrar with appropriate copies and including the Registrar on electronic submissions when possible.

The Registrar will approve reports in writing. The Office of Institutional Research may accept the Registrar's approval through electronic mail. Verbal approval is not acceptable.

Source of Policy: Office of the Registrar

Related Policy: NA

Approved by: _____



Chancellor

Responsible Administrator: Registrar

LCTCS Policy Reference: NA

LCTCS Guideline Reference: NA

Date: June 1, 2008