IPEDS **2023-24 Data Collection System**

IPEDS HELP DESK (877) 225-2568 | ipedshelp@rti.org
OMB NO. 1850-0582 v.31 : Approval Expires 8/31/2025
User ID: P4177521

12-month Enrollment 2023-24

Institution: Messenger College (417752)   User ID: P4177521

Overview

12-month Enrollment Overview

The 12-month Enrollment survey component collects unduplicated student enrollment counts and instructional activity data for an entire 12-month period. Using the instructional activity data reported, a full-time equivalent (FTE) student enrollment at the undergraduate and graduate level is estimated (4-year institutions only). Institutions with Doctor's - professional practice students will also report the FTE enrollment of those students (4-year institutions only). NCES uses the FTE enrollment to produce indicators such as expenses by function per FTE as reported in the IPEDS Data Feedback Report.

Data Reporting Reminder:

- All institutions must use the July 1 - June 30 reporting period.
- Report data to accurately reflect the time period corresponding with the IPEDS survey component, even if such reporting is seemingly inconsistent with prior-year reporting.

Changes in reporting

The following changes were implemented for the 2023-24 data collection period:

- Rephrased "remedial education" terminology in survey materials to "developmental education," including Glossary terms
- Rephrased "dual enrolled students" terminology in survey materials to "high school students enrolled in college courses for credit"
- Added new Part C to collect counts of high school students enrolled in college courses for credit
- Revised survey materials related to Gender Unknown or Another Gender enrollment reporting in Part A, including non-reporting for small cell size
- Added FAQ regarding including incarcerated students in for-credit enrollment reporting
- Revised FAQ regarding enrollment reporting for degree-seeking students who were previously enrolled as non-degree-seeking
- Revised FAQ with an additional note about verification of F-1 visa status for undocumented and DACA students
- Added a note to Instructions regarding distance education enrollment reporting to ensure consistency with Fall Enrollment (EF) reporting
- Revised text and organization of Instructions regarding instructional activity and full-time equivalent enrollment (Note: no changes were made to methodology or reporting guidelines)
- Revised FAQ for clarity regarding reporting the estimate of full-time equivalent (FTE) students
- Added FAQ regarding experimental site participants

Resources:

- To download the survey materials for this component: Survey Materials
- To access your prior year data submission for this component: Reported Data

If you have questions about completing this survey, please contact the IPEDS Help Desk at 1-877-225-2568.

Undergraduate Instructional Activity Type

Which instructional activity units will you use to report <u>undergraduate</u> instructional activity?

- Undergraduate instructional activity data in Part B may be reported in units of clock hours or credit hours.
- Please note that any graduate level instructional activity must be reported in credit hours. (4-year institutions only)

○ Clock hours
◉ Credit hours
○ Both clock and credit hours (some undergraduate programs measured in clock hours and some measured in credit hours)

⊕ You may use the box below to provide additional context for the data you have reported above. Context notes will be posted on the College Navigator website. Therefore, you should write all context notes using proper grammar (e.g., complete sentences with punctuation) and common language that can be easily understood by students and parents (e.g., spell out acronyms).

Part A - Unduplicated Count for Full-time Undergraduate Students

12-month Unduplicated Count by Race/Ethnicity and Gender - <u>Full-time</u> <u>Undergraduate</u> Students

July 1, 2022 – June 30, 2023

Reporting Reminders:

- The 12-month unduplicated count must be equal or greater than the corresponding prior year fall enrollment.
- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered subbaccalaureate undergraduate programs, and students in these programs are undergraduate students.

Men

Students enrolled for <u>credit</u>	Degree/certificate-seeking				Non-degree/ non-certificate-seeking	Total, Full-time undergraduate students
	First-time	Non-first-time		Total degree/certificate-seeking		
		Transfer-in	Continuing/ Returning			
U.S. Nonresident	0	0	0	**0**	0	**0**
Hispanic/Latino	1	0	3	**4**	0	**4**
American Indian or Alaska Native	0	0	0	**0**	0	**0**
Asian	0	0	0	**0**	0	**0**
Black or African American	0	0	0	**0**	0	**0**
Native Hawaiian or Other Pacific Islander	0	0	0	**0**	0	**0**
White	1	0	3	**4**	0	**4**
Two or more races	1	0	0	**1**	0	**1**
Race and ethnicity unknown	0	0	0	**0**	0	**0**
Total men	**3**	**0**	**6**	**9**	**0**	**9**
Total men prior year	1	0	11	12		12

Women

Students enrolled for <u>credit</u>	Degree/certificate-seeking				Non-degree/ non-certificate-seeking	Total, Full-time undergraduate students
	First-time	Non-first-time		Total degree/certificate-seeking		
		Transfer-in	Continuing/ Returning			
U.S. Nonresident	0	0	0	**0**	0	**0**
Hispanic/Latino	1	0	2	**3**	0	**3**
American Indian or Alaska Native	1	0	0	**1**	0	**1**
Asian	0	0	0	**0**	0	**0**
Black or African American	0	1	0	**1**	0	**1**
Native Hawaiian or Other Pacific Islander	0	0	0	**0**	0	**0**
White	1	1	7	**9**	0	**9**
Two or more races	0	0	0	**0**	0	**0**
Race and ethnicity unknown	1	0	1	**2**	0	**2**
Total women	**4**	**2**	**10**	**16**	**0**	**16**
Total women prior year	4	2	13	19		19

Grand total (2022-23)	**7**	**2**	**16**	**25**	**0**	**25**
Prior year data:						
Grand total (men+women) prior year	5	2	24	31		31
Total Full-time undergraduate enrollment Fall 2022 *NOTE: Grand total (2022-23) calculated above is expected to be greater than total Full-time undergraduate enrollment Fall 2022.*	4		13	17		17

Part A - Unduplicated Count for Part-time Undergraduate Students

12-month Unduplicated Count by Race/Ethnicity and Gender - Part-time Undergraduate Students

July 1, 2022 – June 30, 2023

Reporting Reminders:
- The 12-month unduplicated count must be equal or greater than the corresponding prior year fall enrollment.
- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered subbaccalaureate undergraduate programs, and students in these programs are undergraduate students.

Men

| Students enrolled for credit | Degree/certificate-seeking | | | Total degree/certificate-seeking | Non-degree/non-certificate-seeking | Total, Part-time undergraduate students |
	First-time	Transfer-in	Continuing/Returning			
U.S. Nonresident	0	0	0	0	0	0
Hispanic/Latino	0	0	0	0	0	0
American Indian or Alaska Native	0	0	0	0	0	0
Asian	0	0	0	0	0	0
Black or African American	0	0	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0
White	0	0	0	0	0	0
Two or more races	0	0	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0	0
Total men	**0**	**0**	**0**	**0**	**0**	**0**
Total men prior year			2	2		2

Women

| Students enrolled for credit | Degree/certificate-seeking | | | Total degree/certificate-seeking | Non-degree/non-certificate-seeking | Total, Part-time undergraduate students |
	First-time	Transfer-in	Continuing/Returning			
U.S. Nonresident	0	0	0	0	0	0
Hispanic/Latino	0	0	0	0	0	0
American Indian or Alaska Native	0	0	0	0	0	0
Asian	0	0	0	0	0	0
Black or African American	0	0	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0
White	0	0	0	0	0	0
Two or more races	0	0	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0	0
Total women	**0**	**0**	**0**	**0**	**0**	**0**
Total women prior year			0	0		0

Grand total (2022-23)	**0**	**0**	**0**	**0**	**0**	**0**
Prior year data:						
Grand total (men+women) prior year			2	2		2
Total Part-time undergraduate enrollment Fall 2022 *NOTE: Grand total (2022-23) calculated above is expected to be greater than total Part-time undergraduate enrollment Fall 2022.*			2	2		2

Part A - Unduplicated Count for Undergraduate Students

12-month Unduplicated Count by Race/Ethnicity and Gender - <u>Undergraduate</u> Student Total

July 1, 2022 – June 30, 2023

Men

Students enrolled for credit	Total full-time undergraduate students	Total part-time undergraduate students	Grand total, all undergraduate students
U.S. Nonresident	0	0	0
Hispanic/Latino	4	0	4
American Indian or Alaska Native	0	0	0
Asian	0	0	0
Black or African American	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0
White	4	0	4
Two or more races	1	0	1
Race and ethnicity unknown	0	0	0
Total men	**9**	**0**	**9**

Women

Students enrolled for credit	Total full-time undergraduate students	Total part-time undergraduate students	Grand total, all undergraduate students
U.S. Nonresident	0	0	0
Hispanic/Latino	3	0	3
American Indian or Alaska Native	1	0	1
Asian	0	0	0
Black or African American	1	0	1
Native Hawaiian or Other Pacific Islander	0	0	0
White	9	0	9
Two or more races	0	0	0
Race and ethnicity unknown	2	0	2
Total women	**16**	**0**	**16**

Grand Total (men+women)	**25**	**0**	**25**

Part A - Gender Unknown or Another Gender than Provided Categories

12-month Unduplicated Count by Gender Unknown or Another Gender than Provided Categories

- The 'gender unknown' category is to report students for whom the institution does not know a gender.
- Institutions should not ask students that do not select a binary gender to allocate themselves to a binary gender category; it is up to the institution to allocate unknown students and students that indicate another gender into the binary categories throughout the forms where required. One method commonly used by institutions is to allocate these students to the binary categories required in other parts of the form using the proportion of men to women reported.

Is your institution able to report **another gender** for the 2023-24 data collection?
If you indicate 'No, my institution does not collect data on another gender,' leave the cells in the rows for **'Another gender'** blank (i.e., do not report 0). If you indicate 'No, some cells will have a value of less than 5 students,' your institution collects data on another gender, but some cells have a value of less than 5 students, do not report the data and leave the cells in the rows for 'Another gender' blank. If you indicate 'Yes', but no students identified as another gender, please enter '0'.

Undergraduate students:
- ○ Yes
- ○ No, some cells will have a value of less than 5 students (do not report)
- ● No, my institution does not collect data on another gender

Of the total students reported, how many students did you allocate to a binary gender category (Men/Women) because their gender was unknown or another gender than the provided categories?

	Number of students	
	Undergraduate students	
	Current Year	Prior year
Grand total	**25**	33
Gender unknown (i.e., gender information is not known or not collected).	0	0
Another gender (i.e., gender information is known but does not fall into either of the mutually exclusive binary categories provided [Men/Women]).		
Total of Gender unknown + Another gender	**0**	0
Total of Students for whom gender is known and falls into one of the mutually exclusive binary categories provided [Men/Women]	**25**	33

⊕ You may use the box below to provide additional context for the data you have reported above. Context notes will be posted on the College Navigator website. Therefore, you should write all context notes using proper grammar (e.g., complete sentences with punctuation) and common language that can be easily understood by students and parents (e.g., spell out acronyms).

Part A – 12-month Enrollment by Distance Education Status

12-month Unduplicated Count - Distance Education Status
July 1, 2022 – June 30, 2023

	Undergraduate Students	
	Degree/certificate-seeking	Non-degree/non-certificate-seeking
Students **enrolled exclusively** in distance education courses	☑ 0	0
Students **enrolled in at least one but not all** distance education courses	0	0
Students **not enrolled in any** distance education courses	☑ 25	0
Total (Carried forward from part A)	**25**	**0**

⊕You may use the box below to provide additional context for the data you have reported above. Context notes will be posted on the College Navigator website. Therefore, you should write all context notes using proper grammar (e.g., complete sentences with punctuation) and common language that can be easily understood by students and parents (e.g., spell out acronyms).

Messenger College did not have any students enrolled in Distance Education courses during the 2022-23 academic year. The program was being revised and updated for a Fall 2023 re-launch.

Part B - Instructional Activity

12-month Instructional Activity

July 1, 2022 - June 30, 2023

Instructional Activity Reporting Reminder:
- Instructional activity is used to calculate an IPEDS FTE based on the institution's reported calendar system.

FTE Reporting Reminder:
- Institutions need not report their own calculations of undergraduate FTE unless IPEDS FTE calculations would be misleading for comparison purposes among all IPEDS reporting institutions.

Instructional Activity

	2022-23 total activity	Prior year data
Undergraduate level:		
Credit hour activity	585	879

Full-Time Equivalent (FTE) of Students

Calendar system (as reported on the prior year IC Header survey component):	Semester

If the IPEDS calculated FTE estimates below are not reasonable, **AND** you have reported the correct instructional activity hours above, enter your best FTE estimate in the "Institution reported FTE" column below and save the page. This option should be used **ONLY** if the calculated estimate is not reasonable for your institution and IPEDS comparisons.

Please provide your best estimate of undergraduate FTE for the 12-month reporting period **only if the calculated FTE estimate below is not reasonable for IPEDS comparison purposes**. Please provide an explanation in the context box if the option is used due to Coronavirus Pandemic.

	Calculated FTE 2022-23	Institution reported FTE 2022-23	Prior year FTE 2021-22
Undergraduate student FTE	20	20	29

Context notes will be posted on the College Navigator website. Therefore, you should write all context notes using proper grammar (e.g., complete sentences with punctuation) and common language that can be easily understood by students and parents (e.g., spell out acronyms).

Prepared by

Prepared by

Reporting Reminders:
- The name of the preparer is being collected so that we can follow up with the appropriate person in the event that there are questions concerning the data.
- The Keyholder will be copied on all email correspondence to other preparers.
- The time it took to prepare this component is being collected so that we can continue to improve our estimate of the reporting burden associated with IPEDS.
- Please include in your estimate the time it took for you to review instructions, query and search data sources, complete and review the component, and submit the data through the Data Collection System.
- Thank you for your assistance.

This survey component was prepared by:					
⦿	Keyholder	○	SFA Contact	○	HR Contact
○	Finance Contact	○	Academic Library Contact	○	Other
Name:	Carolyn Dowd				
Email:	cdowd@messengercollege.edu				

How many staff from your institution only were involved in the data collection and reporting process of this survey component?
1.00   Number of Staff (including yourself)

How many hours did you and others from your institution only spend on each of the steps below when responding to this survey component?
Exclude the hours spent collecting data for state and other reporting purposes.

Staff member	Collecting Data Needed	Revising Data to Match IPEDS Requirements	Entering Data	Revising and Locking Data
Your office	0.50 hours	0.25 hours	0.25 hours	0.25 hours
Other offices	hours	hours	hours	hours

Summary

12-Month Enrollment Component Summary

The purpose of this summary is to provide you an opportunity to view some of the data that, when accepted through the IPEDS quality control process, will appear on the College Navigator website and/or your institution's Data Feedback Report (DFR). In addition, all data reported in IPEDS survey components become publicly available through the IPEDS Use the Data and appear as aggregated statistics in various Department of Education reports. College Navigator is updated approximately three months after the data collection period closes and DFRs will be available through the IPEDS Use the Data and sent to your institution's CEO at the end of 2024.

Please review your data for accuracy. If you have questions about the data displayed below or after reviewing the data reported on the survey screens, please contact the IPEDS Help Desk at: 1-877-225-2568 or ipedshelp@rti.org.

12-Month Unduplicated Headcount and Full-Time Equivalent Students	
Total 12-month unduplicated headcount enrollment	
Undergraduate student unduplicated headcount enrollment	25
Total 12-month full-time equivalent (FTE) student enrollment	
Undergraduate student FTE enrollment	20

Total 12-month Undergraduate Student Characteristics	
Percent of undergraduate students who are female	64 %
Percent of undergraduate students who are full-time	100 %
Percent of undergraduate students who are enrolled exclusively in distance education courses	0 %
Percent of undergraduate students by U.S. resident status and race/ethnicity: Note: Race/ethnicity is not collected for U.S. Nonresidents.	
U.S. Resident	100 %
American Indian or Alaska Native	4 %
Asian	0 %
Black or African American	4 %
Hispanic/Latino	28 %
Native Hawaiian or Pacific Islander	0 %
White	52 %
Two or More Races	4 %
Race and ethnicity unknown	8 %
U .S. Nonresident	0 %

Edit Report

12-month Enrollment

Source	Description	Severity	Resolved	Options
Screen: Distance Education Status				
Screen Entry	Your institution reported offering undergraduate distance education opportunities in the prior-year Institutional Characteristics survey; however, you have not reported any undergraduate 12-month enrollment in distance education courses here. Please correct your data or explain. (Error #9011)	Explanation	Yes	
Reason	Messenger College did not have any students enrolled in Distance Education courses during the 2022-23 academic year. The program was being revised and updated for a Fall 2023 re-launch. The data reported for the July 1, 2022 - June 30, 2023 reporting period is correct.			
Screen Entry	Your institution reported offering undergraduate distance education opportunities in the prior-year Institutional Characteristics survey; however, you have not reported any undergraduate 12-month enrollment in distance education courses here. Please correct your data or explain. (Error #9011)	Explanation	Yes	
Reason	Messenger College did not have any students enrolled in Distance Education courses during the 2022-23 academic year. The program was being revised and updated for a Fall 2023 re-launch. The data reported for the July 1, 2022 - June 30, 2023 reporting period is correct.			