



Pima County Community College District Administrative Procedure

<i>AP Title:</i>	Reporting of Student Enrollment
<i>AP Number:</i>	AP 1.20.01
<i>Adoption Date:</i>	10/17/00
<i>Schedule for Review & Update:</i>	Every three years
<i>Review Date(s):</i>	
<i>Revision Date(s):</i>	
<i>Sponsoring Unit/Department:</i>	Office of the Provost
<i>Policy Title(s) & No(s).:</i>	Data and Information Sharing, BP 1.20
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	

Ensuring accurate and timely reporting of student enrollment to the State of Arizona (“Full-Time Student Equivalents” or “FTSE”) and for use in internal decision-making, is the joint responsibility of the following offices:

- Campus Presidents
- Assistant Vice Chancellor for Research and Planning, Office of Institutional Research
- Assistant Vice Chancellor for Information Technology
- Executive Vice Chancellor for Finance and Administration

Accurate and timely reporting requires the following activities:

1. Accurate Student Registration and Student Enrollment Certification

The Campus will —

- Ensure that students are accurately admitted and registered within the required College procedures and timelines

- Ensure that the master schedule for the campus is accurate, complete and maintained according to the required College procedures and timelines
- Ensure that faculty return class lists and grade rosters accurately and within the required College timelines

The Office of the Registrar will —

- Ensure that students are properly registered.
- Prepare, collect, and maintain official class lists and grade rosters which certify student enrollment

2. Complete and Accurate Student Electronic Records

The Office of the Registrar will ensure that complete and accurate student enrollment data are entered into the College's electronic data system.

The Office of Information Technology will provide technical support for the maintenance of the electronic student enrollment information by ensuring the technical efficiency, integrity, and security of the College's student information system.

3. Appropriate Interpretation of State Statutes and Regulations on Reporting of Student Enrollment

The Office of the Registrar and the Office of Institutional Research will jointly interpret State statutes and regulations on FTSE reporting to the State of Arizona to ensure adherence to both in the College's enrollment accounting. These two offices will also jointly act as College liaison to the Auditor General during the annual enrollment audit.

The Office of the Registrar, with assistance from the Office of Institutional Research and the Office of Information Technology, will ensure that student enrollment records are maintained in such a way as to permit compliance with State statutes and regulations on FTSE reporting.

4. Accurate, Complete, and Timely Retrieval of Student Enrollment Information from the Student Information System

As jointly specified by the Offices of the Registrar, Institutional Research and Financial Operations, **the Office of Information Technology** will develop dynamic and static views (data extracts) necessary to retrieve student enrollment

information from the student information system to support internal and external reporting requirements and decision-making.

The Office of the Registrar and the Office of Institutional Research will jointly examine the student enrollment information in the views for accuracy and completeness.

Where necessary, and with the assistance of the Office of Institutional Research and the Office of Information Technology, **the Office of the Registrar** will take steps to correct errors or omissions in the student enrollment information.

The Office of the Registrar will ensure that all enrollment is accounted for and that any anomalies and discrepancies are known and, if possible, resolved prior to submission to the State. The Office of the Registrar will prepare and maintain working papers related to the reconciliation of student enrollment data.

5. Timely Transmittal of Accurate Student Enrollment Data to the State of Arizona

The Office of the Registrar and the Office of Institutional Research will jointly certify and sign off on the final FTSE data to be submitted to the State of Arizona.

The Office of Institutional Research will convey the final FTSE data and the sign-off form to the Executive Vice Chancellor for Finance and Administration at least three working days prior to the date that the data are due at the State Board for Community Colleges.

The Executive Vice Chancellor for Finance and Administration will transmit the FTSE data to the State of Arizona on, or prior to, the date the data are due at the State Board for Community Colleges.

6. Calendar for Student Enrollment Data Submittal

The Office of the Registrar and the Office of Institutional Research will annually publish a schedule for completion of the tasks listed above to support timely submission of student enrollment data to the State of Arizona. Such calendar shall be produced and disseminated no later than September 1st.