

ENROLLMENT BY DENOMINATION  
Fall 2009

## GENERAL INSTRUCTIONS

The Enrollment forms request data about a variety of characteristics of students enrolled in ATS member institutions by gender and race/ethnicity; by gender and age (required biennially); and by denomination only. **Include only those students who are formally moving toward completion of a degree, diploma, or certificate.** Do not include audit students.

Formal summer school enrollees who complete their degree requirements at the end of the summer should not be counted in the fall enrollment but should be counted as completions on the ATS Completions form.

**Do not include individual students in more than one count.** Students should be counted in only one program, preferably in the longer duration or higher academic degree program. Thus, a PhD candidate who may receive a master's degree after two years should normally be listed only as an enrollee under PhD.

Schools that are **members of a cluster** should not list those students enrolled in graduate or professional programs of the cluster if the cluster itself is a member of ATS and reports the enrollment. Use the criterion of *primary registration* to determine this. In case of doubt, the school and the cluster should agree on which will report the figure.

Three of the enrollment forms, Enrollment by Race and Gender, Enrollment by Age and Gender, and Enrollment by Denomination, are designed to work together. **The Enrollment by Race and Gender form must be filled in first** and the Enrollment by Age and Gender and Enrollment by Denomination forms must match the figures in the Enrollment by Race and Gender form. You will receive an error message if the totals do not agree. Please adjust the totals until they do match.

The ATS Enrollment EF-5 and the ATS Enrollment EF-6 forms are not designed to work with the Enrollment by Race and Gender form and may be entered at any time.

If your institution is accredited, the Admissions, Completions, and Enrollment forms may have gray fields. These gray fields represent degree program areas that are not applicable to your institution. The program will automatically skip over these fields during data entry. Because there are always exceptions, data entry is possible within these fields.

## INSTRUCTIONS FOR ENROLLMENT BY DENOMINATION FORM

The Enrollment by Denomination form is entered every year and contains the same information as the Enrollment by Race and Gender form but in three different groupings:

- (A) MDiv students,
- (B) the balance of students in Basic Programs Oriented Toward Ministerial Leadership (i.e., MRE/MCE/MCM/MSM/MA in Spec./MPS/MAPS) and
- (C) all other students reported on the Enrollment by Race and Gender form.

Therefore the program totals the Enrollment by Race and Gender form's figures in these three groups and displays these totals on the last input screen of the Enrollment by Denomination form. After entering all data for the Enrollment by Denomination form, the program will total each column. If the totals do not match the Enrollment by Race and Gender form, you will get an error message but be allowed to continue. Adjust the figures on the Enrollment by Race and Gender form or the Enrollment by Denomination form until the totals for each column match appropriately.

The Enrollment by Denomination form requests denominational affiliations of students. When a denominational family is given, no entry should be made on the family heading line. Entries should be made for specific denominations that follow the family heading. If you do not know the denominational affiliation of a student or the denominational affiliation is not listed, report the student in the count for "Unknown/Other."

**Column (A) MDiv:** Enter the number of students (Head Count) by denomination who are enrolled in the MDiv program and who were reported on the Enrollment by Race and Gender form under the MDiv columns A & B.

**Column (B) NonMDiv:** Enter the number of students (Head Count) by denomination who are enrolled in these programs: MRE/MCE/MA in RE/MA in CE, MCM/MSM, MA in \_\_\_\_\_ (Spec.), MPS/MAPS, and who were reported on the Enrollment by Race and Gender form in columns C through J.

**Column (C) All Other Students:** Enter the number of students (Head Count) by denomination who are enrolled in *Basic Programs Oriented Toward General Theological Studies, Advanced Programs Oriented Toward Ministerial Leadership, Advanced Programs Primarily Oriented Toward Theological Research and Teaching, Certificate and Diploma Programs, and Special/Unclassified Students*. These students should also be reported on the Enrollment by Race and Gender form pages 2 through 3.

**Note:** Totals of Enrollment by Denomination form must equal total Head Count enrollment reported on the Enrollment by Race and Gender form. These are the same students being reported on both the Enrollment by Denomination and on the Enrollment by Race and Gender forms.

## GLOSSARY

**Certificate & Diploma Programs:** Programs that involve a prescribed curriculum of courses taken over time under faculty supervision. Normally, the curriculum should comprise courses offered for credit in the school's degree programs. Students enrolled for continuing education or other short-term educational enrichment programs should **not** be counted in the enrollment figure for certificate or diploma programs.

**Credit:** Recognition of attendance and/or performance in an instructional activity (course or program) that can be applied by a recipient toward requirements for a degree, diploma, certificate, or other formal award at a given institution.

**Credit Course:** A course that, if successfully completed, can be applied toward the number of courses required for achieving a degree, diploma, certificate, or other formal award.

**Degree Seeking Students:** Students enrolled in courses for credit who are recognized by the institution as seeking a degree or formal award.

**Full-Time Equivalent (FTE):** The Head Count enrollment is for both full-time and part-time students. The FTE is a computed figure based on average workload to determine how many of the students would equal one or more full-time students enrolled in courses as of the fall "snap shot" reported in the Annual Report Forms.

**Full-Time Student:** A student taking the average academic load required to graduate in the normal time for which the degree has been approved.

**Noncredit Program:** A program or activity having no credit applicable toward a degree, diploma, certificate, or other formal award.

**Primary Registration:** The primary registration of a student is determined by the institution in which the student is registered in a degree program, not the institution in which the student is currently taking courses.

**Special/Unclassified:** Those students participating in regular classes for credit but not in regular degree programs. Include here students who have been conditionally accepted. Do not include here those students enrolled in special noncredit programs of lay education, special courses for spouses, or those regarded as auditors.

## **ARF PROGRAM NOTES**

There are some fields in which you will not be allowed to enter data, such as Total fields that are calculated or contain amounts that are brought forward from another part of the form—the type in these fields will be navy blue.

**Totals:** Column and row totals will be generated automatically during data input—the type in these fields will be navy blue. Some forms require certain totals to match other forms' totals or totals on previous pages.

**Decimals:** Most fields on ATS financial forms require whole numbers. If you enter decimals for these fields, the program will round the number to the nearest whole.

**Comments:** A comments field has been added to each of the ARF forms. The comments field is accessed by clicking the Comments button located in the upper left corner between the Print and Close buttons.