

ADMISSIONS DATA FOR ENTERING STUDENTS Fall of the Current Academic Year

INSTRUCTIONS

For each group of degree programs enter the appropriate number of Applicants, Acceptances and Enrollees.

Number of Applicants: For each group of degree programs enter the number of completed applications received for persons seeking admission in the fall of the current academic year. A completed application is one in which **all** required materials have been submitted.

Number of Acceptances: For each group of degree programs enter the number of students who formally submitted complete applications and were formally accepted for the fall.

Number of Enrollees: For each group of degree programs enter the number of students who were formally accepted and actually enrolled in the fall for the following degree programs.

DEGREE PROGRAM

Basic Programs Oriented Toward Ministerial Leadership

MDiv Master of Divinity
MRE Master of Religious Education
MCE Master of Christian Education
MA in RelEd Master of Arts in Religious Education
MA in CE Master of Arts in Christian Education
MCM Master of Church Music
MSM Master of Sacred Music
MA in ___ (Spec.) Professional Master's programs for the specialization as defined (i.e, Master of Arts in Counseling)
MPS Master of Pastoral Studies
MAPS Master of Arts in Pastoral Studies

Basic Programs Oriented Toward General Theological Studies

MA Master of Arts
MAR Master of Arts (Religion)
MTS Master of Theological Studies

MARS Master of Arts (Religious Studies)
MATS Master of Arts (Theological Studies)

Advanced Programs Oriented Toward Ministerial Leadership

DMin Doctor of Ministry
DMiss Doctor of Missiology
DEdMin Doctor of Educational Ministry
EdD Doctor of Education
DMA Doctor of Musical Arts
DCM Doctor of Church Music

Advanced Programs Oriented Toward Research and Teaching

ThM Master of Theology
MTh Master of Theology
STM Master of Sacred Theology
ThD Doctor of Theology
PhD Doctor of Philosophy

Degree Program Notes:

For accredited institutions; 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.

Canadian schools—Students in the Bachelor of Theology degree should be entered under Certificate and Diploma programs because it is an undergraduate degree. Schools offering the BRE for which a completed bachelor's degree is normally required should report figures under MRE/MCE/MA in RelEd.

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 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.

Printing: Because of a change in the Windows operating environment, some users are unable to send a copy of their reports to their local printer by clicking on the Printer icon. There is, however, another way to print your forms:

- Select the Print button from the data entry screen as usual.
- Once the printable version of the report appears, drop down the menu attached to the "Export" icon near the top of the window and choose the Acrobat (PDF) file option. (see figure 1)
- Select Open when prompted
When using Microsoft Internet Explorer: The prompt may appear at the bottom of the window and look similar to figure 2.
- A new window will open the report independent of the database and can be saved or printed.

Figure 1

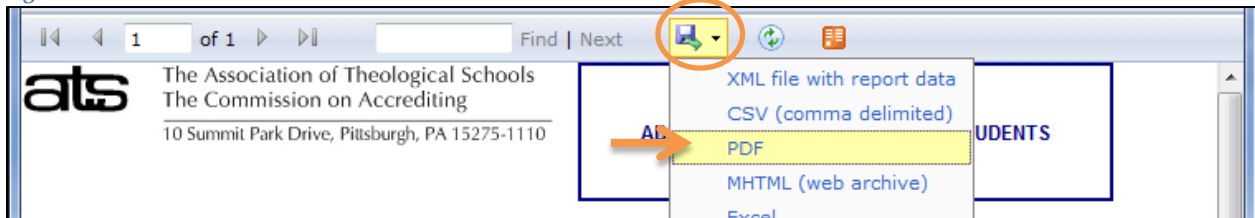


Figure 2

