

ENROLLMENT BY DENOMINATION Fall of the Current Academic Year

The Enrollment by Denomination (Denomination) form is designed to work with the Enrollment by Race and Gender (Race and Gender) form. **The Race and Gender form must be completed first.** The totals from the Denomination form (line 1100) must equal the Totals from the Race and Gender form as shown in the final row of the Denomination form.

FORM INSTRUCTIONS

For each group of degree programs enter the Head Count of enrolled students for each denominational affiliation available. The students included on the Denomination form are the same students included on the Race and Gender form grouped by denomination rather than race/ethnicity category.

HEAD COUNT

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 to which school will report the figure.

DENOMINATIONAL AFFILIATION

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."

DEGREE PROGRAM GROUP

MDiv: For each applicable denomination enter the Head Count for students enrolled in the MDiv program. These students are the same students reported on the Race and Gender form (page 1) under the MDiv Program.

NonMDiv: For each applicable denomination enter the total Head Count for students enrolled in these Basic Programs Oriented Toward Ministerial Leadership: MRE/MCE/MA in ReEd/MA in CE, MCM/MSM, MA in _____ (Special), and MPS/MAPS. These students are the same students reported on the Race and Gender form (page 1) under the same programs.

All Other Students: For each applicable denomination enter the total Head Count for students 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 are the same students reported on the Race and Gender form (pages 2 and 3) under the same 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

Certificate & Diploma Programs

Programs involving a prescribed curriculum of courses taken over time under faculty supervision. Normally, the curriculum comprises of 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 for certificate or diploma programs.

Special/unclassified

Students participating in regular classes for credit but not enrolled in a regular degree program. 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.

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.

Roman Catholic schools granting Pontifical degrees (STL or STD) not in conjunction with ATS degrees should enter students under Special/Unclassified.

Interns—Students enrolled in intern-year programs, when the internship is under the supervision of the theological school and integral to the completion of the degree program, should be reported under the degree program in which they are enrolled.

GLOSSARY

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.

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.

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

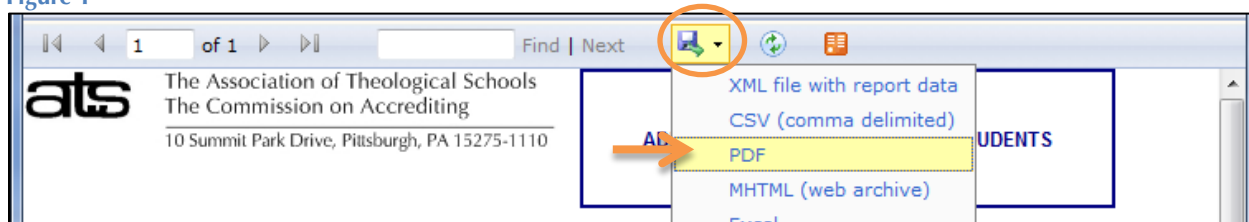


Figure 2

