

PRIOR YEAR ENROLLMENT INFORMATION  
Fall of the Previous Academic Year

## INSTRUCTIONS

This form collects figures for unduplicated enrollment by degree family. Enter figures for the academic year just completed.

## 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.

## 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

### 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.

**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.

*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.

**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 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

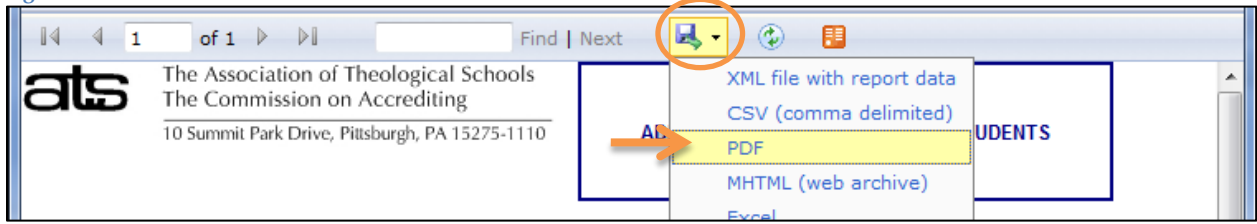


Figure 2

