

INSTRUCTIONS

IT IS IMPORTANT TO NOTE THAT ALL EXTENSION SITES WHERE HALF OR MORE OF THE CREDITS REQUIRED FOR A DEGREE--AS WELL AS ALL DISTANCE EDUCATION SITES--MUST BE REVIEWED AND ACCREDITED INDIVIDUALLY BY THE BOARD OF COMMISSIONERS OF THE COMMISSION ON ACCREDITING. MERELY LISTING THE SITE IN THE ANNUAL REPORT FORM IS NOT SUFFICIENT FOR ACCREDITATION.

Part A – Extension Education Enrollment

Indicate (Yes or No) if any courses are offered at any physical location other than the main campus.

- If No, please skip to Part B – Distance Education Enrollment, If Yes, please continue with Part A.

Indicate (Yes or No) if any of the courses are offered for credit less than once a year.

If No, skip to the “all other off-campus, for credit courses” section.

If Yes, continue by providing the following information

- How many of those courses are scheduled for the Fall?
- How many different students are enrolled in those Fall courses?
Do not include individual students in more than one count. Students should be counted in only one program.
- How many different sites offer these “occasional” courses for credit?
These kinds of “occasional” courses were formally called Type 1

List the “occasional” courses’ site locations (if applicable):

- Enter a unique Site Name or Identifier.
- Enter the City and State/Province of the physical location

For all other off-campus, for-credit courses, list the site locations and provide the requested information for each location.

- Enter a unique Site Name or Identifier.
- Enter the City and State/Province of the physical location
- Enter the number of students the fall.
- Indicate the highest portion of any degree students can complete at the listed site.

* Under the "# of Students This Fall" column, do not count any student more than once. So the same student enrolled in two extension courses would count only once. The number of students entered above should also be included in earlier forms that ask for fall enrollment figures, since those earlier forms should include ALL your fall students, including extension students. The only caveat is that a student taking classes at an extension site and through distance education should be counted on each of these two forms, but should only be counted once in the earlier forms, not twice, since those earlier forms reflect total unduplicated headcount. If an extension site enrollment period is not completed when you submit this form, estimate as best you can how many students will enroll this fall.

** Under the "Highest Portion of Any Degree..." column, please mark only one percentage based on the highest portion of any degree that can be completed at that site. For example, if a site offers three degrees, but only one can be completed totally at that site, you would still mark "100%" and only "100%." These categories were formerly called Type 2, Type 4, and Type 5, respectively.

Part B – Distance Education Enrollment

Indicate (Yes or No) if any courses are offered as distance education courses (e.g. online or interactive video)? If no, please skip the rest of this form. If yes, please continue.

Indicate (Yes or No) if your school has approval for comprehensive distance education (i.e. offering at least six different courses over any period of time via distance education)?

If you do not know, check the ATS website for your school.

If no, indicate how many different courses (not different sections) of courses for credit are offered through distance education (total number, not just those offered this fall)?

If more than five, you must petition for comprehensive distance education approval.

NOTE: Count hybrid courses only if at least half the instruction is through distance education.

For six or more courses offered through distance education, please complete the following.

- Provide the name, title, and email address of the person responsible for your distance education.
- If you use an online learning management system (LMS) for distance education, please list here (e.g., Moodle, Canvas, Blackboard, etc.).
- How many distance education courses are scheduled for this fall?
- How many different students are enrolled in those courses for credit this fall?
[Do not count students more than once and count only those taking courses for credit]

The number of students entered above should also be included in earlier forms that ask for fall enrollment figures, since those earlier forms should include ALL your fall students, including distance education students. The only caveat is that a student taking classes at an extension site and through distance education should be counted on each of those two forms, but should only be counted once in the earlier forms, not twice, since those earlier forms reflect TOTAL unduplicated headcount. If the enrollment period for one or more distance education courses is not completed when you submit this form, give your best estimate as to how many distance education students will be enrolled this fall.

ARF PROGRAM NOTES

Gray shaded fields: For accredited institutions; the Admissions, Completions, and Enrollment forms may have gray fields. The gray fields represent degree program areas that are not applicable to the member school and the program will skip over these fields during data entry. As there are always exceptions, data entry is possible within these fields; however an explanation should be entered in the comments field of the relevant form. Some forms require explanations and the form cannot be saved without entering comments.

Blue shaded fields: The blue shaded fields represent fields for which data entry is not allowed. These fields, such as Total fields are calculated or contain amounts that are brought forward from another part of the form—the type in these fields is navy blue.

Totals: Column and row totals are generated automatically during data input—the type in these fields is navy blue. Some forms require certain totals to match other forms' totals or totals on other pages. There is a small tolerance for differences in the totals to account for differences in rounding.

Decimals: Most fields on ATS forms require whole numbers. If decimals are entered in these fields, the program will round to the nearest whole number.

Comments: A comments field is included on each of the Annual Report Forms. The field is accessed by clicking the Comments button located in the upper left corner between the Print and Close buttons. Some forms will require explanations be entered in the comments in order to continue. The text color on the comments button changes to red when comments are entered.