

ENROLLMENT SUMMARY OF STUDENTS BY RACE AND GENDER Fall of the Current Academic Year

The enrollment Summary of Students by Race and Gender form is designed to work with the Enrollment Summary of Students by Denomination and the Enrollment Summary of Students by Age and Gender forms. **The Enrollment Summary of Students by Race and Gender form must be completed first.**

INSTRUCTIONS

For each group of degree programs enter the Head Count of enrolled students for each racial/ethnic category and gender available. In the bottom row, enter the Full-Time Equivalent data for each degree program group.

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.

CREDIT HOURS

Calculate using semester credit hours; if using quarter hours, multiply by 0.67
[NOTE: If using any other system (e.g. units), convert to semester credit hours using reasonable method.]

FULL-TIME EQUIVALENT (FTE) DATA

Enter the FTE data for each applicable degree program where head count data is entered. FTE cannot exceed the headcount for any degree category and should be calculated as follows:

Masters Programs, Certificates and Diploma Programs, and Special/Unclassified

For each master's level program group, certificate and diploma programs and special/unclassified, FTE is computed using the *academic load*, and the *total number of credit hours* in which students are enrolled in a given semester for each degree program.

First, calculate academic load by **dividing the total number of credits required for the degree by the number of semesters** or quarters prescribed by the *ATS Bulletin*, Part 1, for degree duration or as described in the school's catalog.

For example, if an MDiv degree requires 90 semester hours, and the school typically considers the degree to be a three-year degree, the load would be 15 hours per semester.

Then, **divide the total of credit hours for which students have enrolled in a given semester for the degree program by the academic load for the same period of time.**

For example, if all MDiv students are enrolled for a total of 600 hours for the semester, and the academic load is 15 hours per semester, the FTE would equal 40.

Doctoral Programs

ATS will calculate FTE data for all doctoral level programs as one Head Count equals one FTE, except in the case of the DMin degree, which will be calculated as three Head Count equal one FTE.

RACE/ETHNIC CATEGORIES

Visa or Nonresident Alien: A person who is not a citizen or national of the United States or Canada and who is in the country on a temporary basis and does not have the right to remain indefinitely.

Black Non-Hispanic: A person having origins in any of the black racial groups of Africa.

American Indian, Alaskan Native, or Inuit: A person having origins in any of the original peoples of North America and maintaining cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

Hispanic: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

White Non-Hispanic: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Note: Schools that do not collect information on the race and/or ethnicity of its students must enter the appropriate figures for race/ethnicity as “Not Available”.

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

Doctor in ___ (Special) Doctor of specialized ministry

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, however an explanation is required. Enter the explanation in the comments field.

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.

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.

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

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.