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.

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)
MATM 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.

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.