



DEFINITIONS OF TERMS FOR ENROLLMENT REPORTING

Definitions of terms unique to enrollment reporting and tuition/fees used in Chapter 5.

Adds

A student initiated addition of a class(es) registration that occurs prior to the census date.

Census Date

The census date of a class represents the time frame within which students must register and tuition and fees have been paid, waived, or have a payment plan established. Full-time equivalent (FTE) is generated for any student enrolled as of the census date of the class.

Class (vs. Course)

A class is a specific section or modality offering of a course that is listed and described in the course catalog. Students enroll in classes.

Computer System Transaction Log

This is an electronic record of all enrollment transactions.

Continuous Classes*

Continuous enrollment classes are open-entry permitting students to begin instruction at any time during a quarter. The enrollment census date for a continuous enrollment class is the last day of the quarter or the last day of the class, whichever comes first.

1. All continuous classes should be built in the OEE session (open entry open exit session)
2. Set up all continuous classes as variable credit, enrolling students on a prorated basis. For example, a 1-5 variable credit class in a 10-week quarter would be as follows:
 - Register week 1 or 2 = 5 credits
 - Register week 3 or 4 = 4 credits
 - Register week 5 or 6 = 3 credits
 - Register week 7 or 8 = 2 credits
 - Register week 9 or 10 = 1 credit

Direct Instructional Costs (vs. Indirect Costs)

Direct instructional costs are costs that can be directly identified with a particular class, such as faculty salary. Indirect costs cannot be identified specifically with a particular class, such as general and departmental administration, staff support, operations and maintenance, library, etc.

Drops

- Student Drop: Withdrawal request originated by the student that occurs prior to the census date. Credits are not reportable. FTES are not generated.
- Administrative Drop: A student may be administratively dropped for never attending a class(es) or ceasing to attend any class in which the student is enrolled upon recommendation of the faculty instructor. Administrative drops made prior to the census date are not reportable as credits toward enrollment counts and FTES are not generated.

Enrollment Activity

Enrollment transactions that affect credit reporting and enrollment totals; e.g. “student adds”, “student withdrawals”, and “student drops” from classes.

Fee In Lieu Of Tuition

Refers to the class fee paid on enrollments reported as contract (including International Contract) and self-support. Colleges retain all of the revenue from these fees.

Instructional Calendar

Each college has an instructional calendar that indicates the college’s official quarterly start and end dates for the current academic year.

Non-Typical Classes

Any class is considered non-typical if it is not sequential or does not start in the first five days of a quarter or does not have a 10th instructional day. Examples: (1) One and/or two-day classes, workshops, and seminars; (2) Classes that begin prior to the first day of the next quarter; (3) Classes that occur in-between quarters; (4) Continuous open entry/open exit classes.

Quarterly Reporting Date

This is the date when enrollment information is extracted (or snapshotted) for the SBCTC Data Warehouse. This process constitutes the college’s official quarterly enrollment report to the SBCTC. The SBCTC will notify colleges of the quarterly reporting periods prior to the beginning of the academic year.

Regular Session Classes*

Regular session classes are classes in which instruction begins within the first five instructional days of a quarter and ends within the last five instructional days of the quarter. All regular session classes share the same census date. Code all regular term classes as Session 1.

Dynamic Session Classes*

Classes that do not begin within the first five days of a quarter are considered dynamic session (short sequential) classes. Dynamic session classes are classes in which instruction begins and ends on specific days within a quarter. Dynamic session classes use a census date based on the length of the class. The census date is determined by calculating 20 percent of the instructional days of the class. For example, if a class runs five weeks spanning 25 instructional days, 20 percent of the instructional days equals five. The census date of the class would be the fifth instructional day after the beginning of the class.

State Funds

Funds appropriated to the SBCTC and allocated to college districts and revenues/expenditures from the operating fee portion of tuition.

Tuition

Tuition, refers to the operating, building, and services and activities (S&A) fees charged to each state funded enrollment (though some students may qualify for a waiver). The State Board adopts the tuition schedule each year for all state-funded students

- Operating Fee revenues are deposited into the college's local Operating Fee and Institutional Financial Aid accounts.
- Building Fee revenues are deposited into the statewide Building Fee account.
- S&A Fee revenues are deposited into the college's local S&A account.

Withdrawals

Withdrawals from a class or classes are requests originated by the student that occur after the census date and credits are reportable for enrollment. A student also may be withdrawn from a class by administrative action as a result of emergency or disciplinary procedures. FTES are generated.