

General Information

- Registration for keyholders opened August 19, 2026.
 - You can register at <http://surveys.nces.ed.gov/ipeds>.
 - You should have received a username and password that will apply to all collection periods during the academic year. If not, you can log in using 'forgot password' on the homepage, or request a password and user name via the 'contact us' link on the home page.
 - Please log onto the system and verify your registration information. Registration must be complete by September 9, 2026.
- The IPEDS listserv was created to facilitate communication of IPEDS issues.

Anyone involved with IPEDS reporting should subscribe to the listserv at http://lists.ctc.edu/mailman/listinfo/ipeds_lists.ctc.edu

- For each of the collection periods, please remember to run edit checks early--some errors take a while to research. Once the collection period closes, you will not be able to enter or edit your data.
- When cleansing your data, there will be times when you are prompted to enter a caveat. Please treat these caveats with a fair amount of respect since they will be posted to the College Navigator web site along with your data and will be available for public viewing. <http://nces.ed.gov/collegenavigator/>

Colleges have the option of entering IPEDS survey data instead of SBCTC bulk uploading survey data. To request that SBCTC not upload survey data contact Summer Kenesson at skenesson@sbctc.edu. The choice to opt out of SBCTC uploading your data is an all or nothing decision. You will not have the choice of SBCTC including your college data in the bulk upload for some surveys and not others.

CONTACT MATRIX

Subject	IPEDS Web-based collection system	Student Data / Listserv	Finance and Academic Libraries	Human Resources Survey
Contact	IPEDS help desk	Summer Kenesson	Lori Carambot	Data Services Inbox
Email	Contact Us IPEDS Training and Community of Practice	skenesson@sbctc.edu	lcarambot@sbctc.edu	DataServices@sbctc.edu
Phone	877-994-7337	360-704-4384	360-704-1029	360-704-4375

Fall Collection

(September 16, 2026 – October 28, 2026)

COMPONENT	COLLEGE'S RESPONSIBILITY	SBCTC'S RESPONSIBILITY	COHORT YEAR	NOTES
Institutional Characteristics (IC) - Screening questions - Mission, student services	Process Data Enter/Upload Data Cleanse Data		Academic Year 2026-27	
Cost Part 1 (CST1) student charges and costs	Process Data Enter/Upload Data Cleanse Data		Academic Year 2026-27	
Completions (C)	Cleanse Data. Enter survey data if your college has requested that SBCTC not bulk upload survey data.	Process Data *Upload Data by Oct 14	Academic Year 2025-26	Year-end snapshot for Completions is taken Sept 9
12-Month Enrollment (E12) 12-Month Unduplicated Count - Instructional Activity	Cleanse Data. Enter survey data if your college has requested that SBCTC not bulk upload survey data.	Process Data Provide Excel reports *Upload Data by Oct 14	Academic Year 2025-26	
All Components	Lock Data by October 28			College keyholder must lock the surveys at this time.

*SBCTC will only upload data for colleges that do not opt out of the bulk survey data upload.

Winter Collection

(December 9, 2026 – February 10, 2027)

COMPONENT	COLLEGE'S RESPONSIBILITY	SBCTC'S RESPONSIBILITY	COHORT YEAR	NOTES
Student Financial Aid (SFA)	After SBCTC uploads the survey data, manually update Section 2: Military Servicemembers and Veteran's Benefits. Cleanse Data. Enter survey data if your college has requested that SBCTC not bulk upload the survey data.	Process Data Provide Excel reports *Upload Data by January 27	2025-26 SFA data on Fall 2025 enroll cohort	
Cost Part 2 (CST2)	Cleanse Data. Enter survey data if your college has requested that SBCTC not bulk upload survey data.	Process Data Provide Excel reports *Upload Data by January 27	2025-26 SFA data on Fall 2025 enroll cohort	Student counts/dollars by type of tuition rate, living arrangement and income level (previously in SFA survey). Student charges carried forward from Cost Part 1.
Graduation Rates (GR)	Cleanse Data. Enter survey data if your college has requested that SBCTC not bulk upload survey data.	Process Data Provide Excel reports *Upload Data by January 27	Section III: 4yr--Fall 2020	All colleges are reporting as 4-year institutions
200% Graduation Rates (GR 200)	Cleanse Data. Enter survey data if your college has requested that SBCTC not bulk upload the survey data.	Process Data Provide Excel reports *Upload Data by January 27	4yr--Fall 2018	This survey is only for colleges that enroll students in baccalaureate degrees in the cohort year <i>without enrolling in an associate's degree first</i>
Admissions (ADM)	Complete only Part A – 'screening questions'			ALL CTCs are considered 'open admissions' colleges.
Outcome Measures (OM)	Cleanse Data. Enter survey data if your college has requested that SBCTC not bulk upload survey data.	Process Data Provide Excel reports *Upload Data by January 27	Academic Year 2018-19	

COMPONENT	COLLEGE'S RESPONSIBILITY	SBCTC'S RESPONSIBILITY	COHORT YEAR	NOTES
Finance (F) <i>optional in winter</i>	Process Data Enter/Upload Data Cleanse Data	Reports are provided by SBCTC Finance. Some college calculations will need to occur to complete the survey.	Fiscal Year 2026	<i>Do NOT Lock the finance survey until spring collection locks.</i> Completion of this survey in winter is optional, but ensures alignment with corresponding values in SFA survey
All Components except Finance	Lock Data by February 10			College keyholder must lock the surveys at this time.

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Spring Collection

(December 9, 2026 – April 7, 2027)

COMPONENT	COLLEGE'S RESPONSIBILITY	SBCTC'S RESPONSIBILITY	COHORT YEAR	NOTES
Human Resources (HR) - Fall Staff - Faculty Salaries - Employees by Assigned Position	Review QARS reports for accuracy Cleanse Data. Enter survey data if your college has requested that SBCTC not bulk upload survey data.	Support for QARS reports *Upload Prelim data on March 10 *Upload Final data on March 24	Fall 2026	
Fall Enrollment (EF)	Cleanse Data. Enter survey data if your college has requested that SBCTC not bulk upload survey data.	Process Data Provide Excel reports *Upload data by March 24	Part A-D and F: Fall 2026 Part E (Retention): Fall 2025 cohort	Colleges need to validate that SMS data are correct before Fall finals are captured in late Dec
Finance (F)	Update if needed from winter collection process	Reports are provided by SBCTC Finance. Some college calculations will need to occur to complete the survey.	Fiscal Year 2026	
All Components	Lock Data by April 7			College keyholders must lock the surveys at this time.

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