

Questions and Responses
Related to the 2019 NC-SARA Data Reporting Webcast of April 4, 2019.
Working DRAFT

I have deleted several repeat questions and answered several others via email. However, after reading the 2019 Data Reporting Handbook, if you still have questions, please feel free to contact us at data@nc-sara.org

As always – we ask that you use your professional judgment while reporting. Do document what you do for your records and please let us know in the comment section what worked, what did not, and why. Thank you!

General Questions:

Where do I get the Handbook?

Please see the NC-SARA website at: https://www.nc-sara.org/content/Data_Info

What is a sector?

Sector would be type of institution - public, private, for-profit.

When is the reporting window?

Reporting Period is May 14 – June 4, 2019.

Do we report online enrollments or out-of-state learning placements from the Home State?

You do not report out-of-state learning placements in the home state, but you do report the online enrollments in the home state.

What is the OPEID?

OPEID is an institution ID assigned by the Department of Education.

If the person actually completing this data is not the person who is the NC-SARA contact for our institution, whose name and contact information do we include in the screen re. Confirmation & Authorization?

This is an institutional decision. However, you may want to keep in mind that if we have any questions about the data, we would contact the person you list.

It appears the US territories are all listed this year, what about out of country enrollments? Where do they get reported?

Yes, U.S. Territories are listed this year. You do not report out-of-country enrollments.

So, it sounds like different individuals can respond to enrollment reporting and to out of state placements, correct? Our institutional research person would likely take care of the first for us; I would take care of the placements reporting.

Yes, different individuals can respond to the different webforms. It is up to the institution who completes which report.

Will there be an option to enter corrections at a later date if needed?

We close the reporting period on June 4, 2019. We will then start to analyze the data – so there will not be time to correct after that date.

Can we fill out the data for all campuses at one time if we've aggregated them?

This year branch campus reporting is optional, you simply select the button that you have included branch campus information and for consistency note how it was completed.

So international students who are here in the states should not be reported?

You should report international students who are taking courses in the US. NC-SARA is interested in where the activity takes place.

Our registrar left. Where can we get a copy of what was reported last year?

You can either look it up now on the Data Tab of the NC-SARA website (https://www.nc-sara.org/content/Data_Info) or when you get ready to upload your data for reporting – the web form has information on past year's institutional reporting.

What is the contact information if we need to change our campus contact?

Contact your SARA State Portal Entity for any contact changes for your institution. You can find this information at <https://www.nc-sara.org/content/state-portal-entity-contacts>

Can you please clarify that both sets of reporting, enrollment and placements, are including undergraduate (certificate/bachelors) and graduate (certificate/masters/doctoral) students?

Yes, please report both undergraduate and graduate students.

Where can the excel spreadsheet be found?

The spreadsheet is called "Sample Placement Reporting Matrix, look under the information for 2019 – https://www.nc-sara.org/content/Data_Info

Online Enrollment Reporting Questions:

Should the enrollment match what is entered in IPEDS Enrollment (Fall 2018)? IPEDS enrollment this year is Fall 2018.

Yes. Please see the 2019 Data Reporting Handbook has a section on this topic for my details

If the physical location or current address for students enrolled exclusively in distance education is not available, how should we report location for these students? Can we use the address on file for the student as an alternative, as IPEDS suggest?

Please see the 2019 Data Reporting Handbook has a section on this topic.

Does the enrollment section include only distance education and not out of state placements?

Yes – the enrolment section includes only distance education.

By "out of country," does that include overseas military assignments (APO).

Yes. If a student (military or otherwise) is oversee, you do not report those placements or online enrollments.

Out-of-State Learning Placements (OOSLP) Questions:

For OOSLP reporting we only report the number of students and where, correct?

Yes.

Do the learning placements have to take place between Jan. 1-Dec. 31, 2018, or are they just supposed to start between those dates?

The learning placement just has to start between January 1 – December 31, 2019.

What about learning placements at a branch campus that is in a different state than the SARA "home" state?

This year branch campus reporting is optional, you simply select the button that you have included branch campus information and for consistency note how it was completed.

Does "required" include credits that are taken as electives since a certain number of electives are required for graduation?

Yes – please report those placements that are used for degree completion.

Is the OOSLP reporting for on-ground and online students, or just online?

OOSLP is for both online and on-ground students.

We have an online program that admission to program requires they are working in a clinical lab. They do have lab manager sign off that they know the different types of testing. Is this considered a placement for placement reporting?

The criteria for Out-of-state learning placements is located on page 17 of the handbook.

Does the reporting include students in our campus-based programs that travel to another state for practicum?

Yes – you would include a practicum in the out-of-state learning placement reporting.

If we have no out-of-state learning placements, then what do we input?

You would enter a comment that you had no out-of-state learning placements.

CIP type on the form does not show actual CIP number- this may be challenging to properly group programs?

CIP is two digit and there is a link to the name of the codes

Just to verify...a student who completes an internship in the spring semester in MN in CIP 51 and then completes an internship in the fall semester, also in MN and also in CIP 51, but at a different hospital...in that scenario that is only ONE OOSTP, correct?

Correct.

Please confirm I understand you to say that practicums include face-to-face programs? How does that fit into the definition of distance education?

SARA includes experiential learning experiences in the definition of distance education and they are covered by SARA.

Do schools have to report international learning placements separately from OOSLPs?

Do not report international learning placements.

Will the out of state learning placement align with the figures reported to IPEDS or are they a subset?

The out-of-state learning placement data is not currently reported to IPEDS.

Do OOSLP include electives as required?

Yes.

Students may be in an out-of-state learning placement that is not required but the program will accept those credits towards graduation. Should these students be reported (assuming they meet the other learning placement criteria)?

Yes.

Can you confirm that if a student completes two placements in the same state, it gets counted as one placement?

If the student completes two placements in the same state, with the same CIP code you would count it as one.

So, if a student started a learning placement in Fall 2017 and continued in it through January 2018, we would not be including them because they didn't START it during the 2018 timeframe?

Correct.

For regional campuses in another state do we consider students placed in that state as out of state?

Yes, they are not in located in the home state of main campus. This year branch campus reporting is optional, you simply select the button that you have included branch campus information and for consistency note how it was completed.

If we have a student who is a non-resident alien who lists there address as PA (out of state for us) and is taking 100% online, do we exclude?

If you have a student who is taking a 100% online course in a state other than the state your institution is located – you would count that student. Their resident status does not exclude them.

For students that have multiple majors, does the CIP represent their primary major or the major in which the placement is a requirement?

For reporting, please use the CIP for the placement they are completing.

The Handbook is specific about same-state placements with different CIP codes, but if a student has two placements in the same state with the SAME CIP code, are they reported separately? Please clarify.

If the student has two placements, in the same state, with the same CIP code – count as one placement.

If student does an internship for no credit but then goes back after the experience and requests and is granted credit, what are your thoughts?

My advice for this year is to only report if the internship earned credit the year you are reporting. In other words, if the student started the internship in Spring 2018 but did not try and earn credits from that internship until Spring 2019 – you would not count it. If that same student acquired credits in Fall 2018 – you would count it.