

University of Mary Washington

UMW-IAE Enrollment-Related Terms

Student Type Terms

Continuing Student – a Degree-seeking Student (graduate or undergraduate) who has enrolled after a semester in which he/she was New-to-Degree or New-to-University.

First-time Student – denotes a student (Degree-seeking or Non-degree Seeking) enrolled for the first time at a given level (i.e., undergraduate or graduate) at a particular institution. Includes a student enrolled in the Fall term who attended a postsecondary institution for the first time at the same level in a just-ended Summer term. A First-time Student is always coded as First-time in the Banner Student Type field. Unless the First-time Student is Non-degree Seeking, the student is counted as New-to-Degree. A First-time student is always counted as New-to-University. (**Note:** A student who has completed the Student Transition Program in the Summer just before his/her first Fall semester is classified as a First-time Student in the first Fall semester.)

New-To-Program Student – denotes a student who began at the institution as Non-degree Seeking and has since entered a degree program and is therefore classified as Degree Seeking. A change in a UMW degree program (e.g., from B.L.S. to B.P.S.) does not make a student New-to-Program and does not make him/her a Transfer Student; rather, it is simply a continuation of enrollment and must be reported as such. A New-To-Program Student is always coded as New-To-Program but is counted as Continuing-at-University and New-to-Degree.

Readmitted Student – a student whose return to UMW requires formal action and notification by the Office of Admissions. A Readmitted Student is always coded as a Readmitted in the Banner Student Type field but is counted as Continuing.

Transfer Student – a student entering UMW for the first time but known to have previously attended a different post-secondary institution at the same level (i.e., undergraduate or graduate). A Transfer Student is always coded as a Transfer in the Banner Student Type field but is counted as both New-to-Degree and New-to-University.

Course/Credit Terms

Credit – signifies recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a degree or certificate recognized by SCHEV.

Credit Course – a course that, if successfully completed, can be applied toward the number of credits required for achieving a degree or certificate recognized by SCHEV.

Credit Hour – a unit of measure representing 50 minutes of instruction each week over a 14-week period in a semester or 100 minutes of instruction over a 7-week term. It is applied toward the total number of credits needed for completing the requirements of a degree recognized by SCHEV.

FTE (Full-Time Equivalent) Student – a unit of measurement derived from the student credit hour productivity of an institution. For undergraduate level credit hours, this is derived by dividing

by 15 the total number of credit hours for a given period. For graduate level credit hours, the credit hour total is divided by 12.

FTE, Annual (AFTE) – a calculation of enrollment based on total credit hours taken by undergraduate students divided by 30 and added to total graduate student credit hours divided by 24.

Seats Filled – denotes the number of registrations for credit courses, regardless of student classification. (Ex. If a student takes five courses in the Fall, three in the Spring, and two in the Summer, the student has filled 10 seats for that academic year.)

Degree Terms

Certificate, Post-bachelor – a program of study recognized by SCHEV typically requiring 18 credit hours beyond the bachelor's degree.

Certificate, Post-master's – a program of study recognized by SCHEV that consists of 24 credit hours beyond the master's degree but one that does not meet the requirements of an academic degree at the doctoral level.

Certificate, Undergraduate – an earned award conferred on a student that denotes the satisfactory completion of a post-secondary education program of study recognized by SCHEV.

Master's Degree – earned upon the successful completion of a program of study of at least the full-time equivalent of one, but not more than two, academic years of work beyond the bachelor's degree.

General Enrollment Terms

Campus of Study – the campus at which the majority of a student's courses are being taken.

Categories, Coding– groupings relating specifically to codes used in Banner. For example, Continuing Student, First-time Student, New-To-Program Student, Readmitted Student, and Transfer Student are coding categories found in the Banner Student Type field.

Categories, Counting (or Classification) – groupings derived from attributes concerning codes used in Banner. For example, Continuing-in-Degree, Continuing-at-University, New-to-Degree, and New-to-University are Classification Categories derived from a combination of the Coding Categories found in the Banner Student Type field.

Census Date – the date on which enrollment figures are captured for SCHEV reporting purposes. Students who register for courses but withdraw before the Census Date are not reflected in the headcount data file. Students registering for courses which begin after the Census Date are not reflected in the headcount data file either but may be included in the annual course enrollment data file, which is prepared after the academic year has ended.

College of Study – the college from which a student's degree program originates.

Enrolled (same as Matriculated) – denotes a student who is registered for at least one credit at the time data are captured. A student who is not actively taking a course for credit is not counted as enrolled. If a student withdraws from all courses early enough so as not to incur academic penalty, the student is no longer considered to be enrolled. (Note: A student who is registered for audit courses only is not counted as an enrolled student.)

Full-time Student – denotes an undergraduate student enrolled for 12 or more credits in a semester or a graduate student enrolled for nine or more credits in a semester.

Part-time Student – denotes an undergraduate student taking less than 12 credit hours in a semester or a graduate student taking less than nine credit hours in a semester.

Unduplicated Headcount – For SCHEV reporting purposes, a student is counted only once, even if he or she took UMW credit courses at more than one campus, took both graduate and undergraduate courses, was enrolled in more than one degree program, or enrolled in credit courses for several semesters. The means by which a count for a particular element is unduplicated depends upon the nature of the element and the purpose for which the information is being used. For example, a student who begins in Fall 2005 as a freshman and becomes a sophomore in Spring 2006 can only be counted once in relation to his/her class level when an unduplicated count is taken. In this case, the student would be counted as a freshman since he/she began the academic year as a freshman.

Periods of Instruction Terms

Academic Year – the period of time ranging from the beginning of the Fall Semester of a given calendar year through the end of the summer of the subsequent calendar year.

Regular Session – denotes the Fall and Spring semesters of an academic year, but excludes summer.

Semester – one of two periods of time (Fall and Spring) into which the academic year is divided. A typical semester consists of 14 weeks of actual instruction, one week of vacation break, and one week devoted to final exams, for a total of 16 weeks.

Summer Session – a period of time consisting of one or more multi-week terms during which courses for credit are offered.

Term – a period of time in which courses for credit are taught. A term can be offered within a Semester or Summer Session.

Student Category Terms

Active Students – Students who are currently enrolled in at least one non-CU credit hour in the current semester. An active flag in Banner does not constitute an active student as their status is set to active for the next three non-summer semester sessions before being set to inactive.

Continuing-at-University – a classification denoting the status of any student who has enrolled at UMW beyond his/her first semester at the undergraduate or graduate level.

Continuing-in-Degree – a classification denoting the status of a Degree-seeking Student who was enrolled in a previous session at the undergraduate or graduate level. (Note: A Non-degree Student [undergraduate or graduate] is always counted as Continuing-in-Degree.)

Degree-seeking – a classification in which a student enrolled in credit courses is identified by UMW as seeking a degree or certificate recognized by SCHEV.

Degree-seeking Graduate Student – a student registered for credit courses who is identified as seeking a post-bachelor degree or certificate recognized by SCHEV.

Degree-seeking Undergraduate Student – a student registered for credit courses who is identified as seeking a bachelor degree or certificate recognized by SCHEV.

High School Student – refers to a student at the secondary level who has obtained permission to take at least one course at UMW while remaining a secondary level student.

New-to-Degree – denotes the classification of a student who is coded as First-Time or Transfer unless the student is Non-degree Seeking. (Note: A Non-degree Seeking student in his/her first semester and beyond is counted as Continuing-in-Degree. A student who has been classified as Non-degree, is counted as New-to-Degree once he/she becomes Degree Seeking. Thereafter, the student is classified as Continuing-in-Degree.)

New-to-University – denotes the status of a student who is a new undergraduate or a new graduate student to the university. (Note: A Non-degree Seeking student in his/her first semester is coded as New-to-University.)

Non-degree Seeking – a classification in which a student enrolled in courses for credit is not recognized by UMW as seeking a degree or certificate recognized by SCHEV.

Non-degree Seeking Graduate Student – denotes a student registered for graduate credit courses and who is not identified as seeking a post-bachelor degree or certificate recognized by SCHEV. For example, licensure is neither a degree nor a certificate that is recognized by SCHEV. Therefore, a student who is enrolled in a licensure program only must be categorized as a Non-degree Student.

Non-degree Seeking Undergraduate Student – denotes a student registered for undergraduate credit courses and who is not identified as seeking an undergraduate degree or certificate recognized by SCHEV. If a student is taking courses in preparation for seeking a degree recognized by SCHEV, but has not yet been coded as Degree-seeking, the student must be classified as Non-degree.

Post-bachelor Non-degree Student – denotes a student who has earned a bachelor's degree and is subsequently enrolled in at least one undergraduate credit course.

Qualified Non-enrolled Student – denotes a student who has been accepted into a degree program at UMW but is not formally enrolled. This encompasses: 1) a student who is in a degree program and withdraws from credit courses at the start of, or before, the term begins and then returns in a subsequent term; 2) a student who is admitted into a degree program and then postpones or defers registering for credit courses; and 3) a student who is in a degree program but is not taking any courses for credit. (Note: A student on leave or studying abroad is classified as a Qualified Non-enrolled Student.)