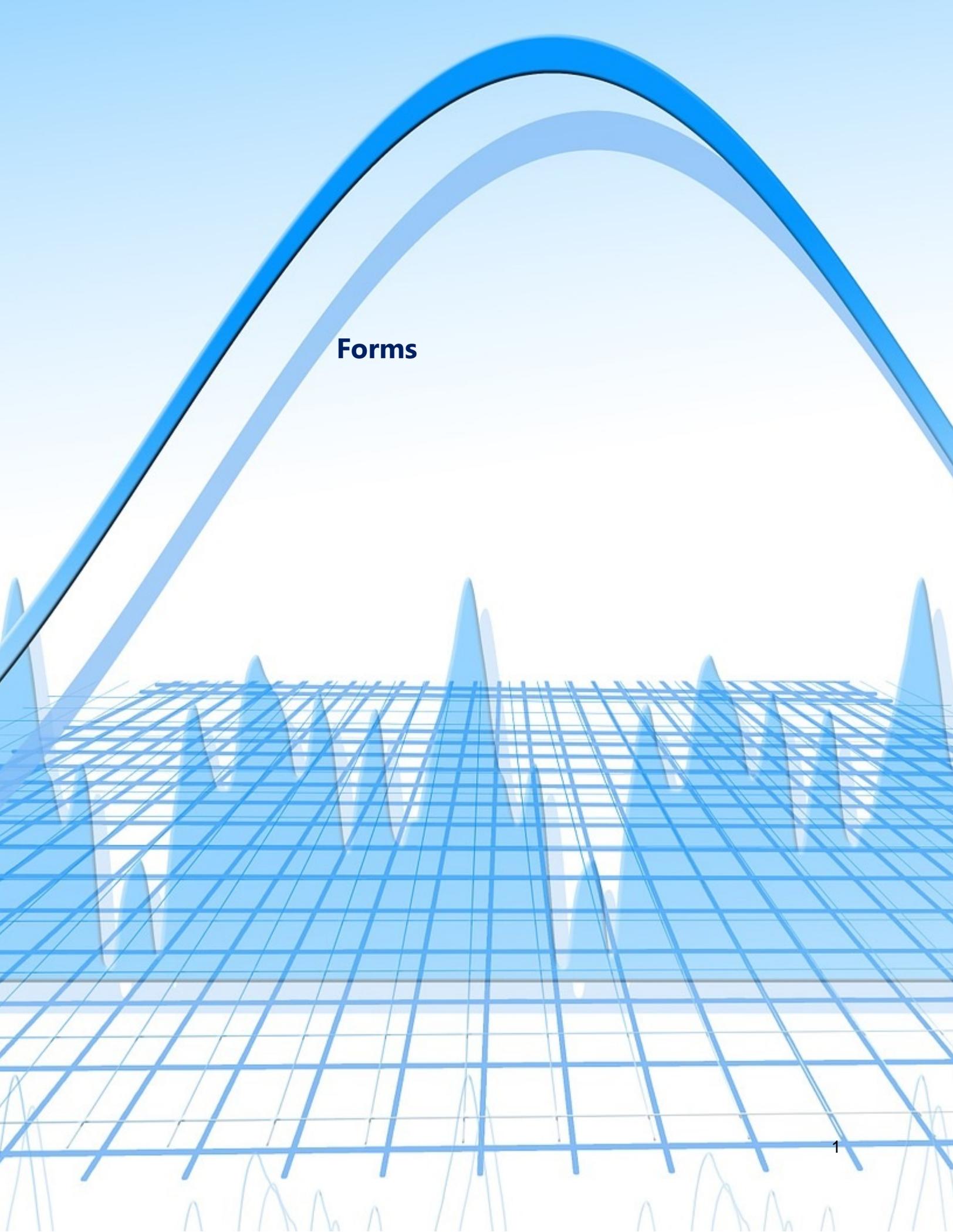




2015 Supplemental Forms Instructions
January Collection

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The image features a light blue background with two prominent blue arches at the top. The upper arch is a thick, solid blue line, while the lower arch is a lighter, semi-transparent blue line. Below these arches, a grid of blue lines is visible, consisting of both horizontal and vertical lines that create a perspective effect, receding towards the center. The word "Forms" is written in a bold, dark blue font, positioned between the two arches.

Forms

Detail of Enrollment: Fall Term & Fall Enrollment by Campus

For this year's Supplemental Forms, the Commission hopes to verify the enrollment data reported in the Fall Enrollment by Campus form with the enrollment data reported in the Detail of Enrollment: Fall Term form. Each institution will receive these forms along with a Cross-sheet Validation tab all in the same workbook. To maintain inter-sheet formulae, **please do not move or copy any of these tabs out of the workbook.**

This verification uses the rationale that summing student credit hours or contact hours across all campuses will result in institution-wide credit hour and contact hour totals, figures that are also reported in the Detail of Enrollment: Fall Term form. This logic, however, does not apply to delivery-site headcount from the Fall Enrollment by Campus form and headcount from the Detail of Enrollment: Fall Term form. Summing the delivery-site headcounts across all campuses will result in a duplicated count because many students take classes from multiple delivery methods (on campus, off campus, and/or online) offered through multiple campuses. Thus, please do not attempt to reconcile delivery-site headcount on the Fall Enrollment by Campus form and headcount from the Detail of Enrollment: Fall Term form because they are counting students differently.

For successful completion of Cross-sheet Validation tab:

- **Two-year institutions:** please ensure the total credit hours and total contact hours reported for the Fall 2014 and Fall 2015 terms match or are within one percent on both forms.
- **Four-year institutions:** please ensure the total undergraduate credit hours and total graduate credit hours reported for the Fall 2015 term match or are within one percent on both forms.

The status box or boxes on the Cross-sheet Validation tab should read "complete" before submitting this workbook to the Commission.

Detail of Enrollment: Fall Semester (4-year institutions)

Instructions for Completion

1. Form should reflect enrollment as of the last day to drop and add courses, i.e., as close to Fall 2015 actual enrollment as possible. The Medical Center should report enrollment as of approximately October 15th.
 - Report fall headcount and student credit hours, broken out by student level (undergraduate, graduate, and first professional) and further subdivided by residency status (resident and nonresident).
 - FTE is derived from reported credit hours using 15 credit hours for undergraduate students and 12 for graduate and first professional students.
2. Credits transferred between branch campuses should be shown as part of the enrollment at the institution where funding for those credit courses is budgeted, e.g., all nursing students at UNL and UNK would be included in the UNMC report.
3. Report credit hours for which a class or other supervised instruction was actually conducted. Credit hours generated through testing out, transfer, auditing classes, or unsupervised study should not to be reported.
4. Please be sure to include preparatory/remedial/foundation figures in your enrollment totals.
5. Do not report CEUs.

*****New in 2015*****

- In previous years, institutions were asked to provide enrollment for fall, spring, and summer terms, which then populated a fiscal year enrollment summary form. This year, the Commission is asking only for fiscal year summary and fall enrollment data (the former is being collected as part of the November collection cycle).
- Form features condensed student level categories that combine lower and upper division into “undergraduate” and graduate I and graduate II into “graduate,” while first professional remains a distinct classification.
- Institutions no longer need to supply two years of future estimates.
- Institutions no longer need to report fall enrollment by specific academic departments.

In-sheet Validation – for successful validation of form:

- Ensure no fields are left blank for Fall 2015 data.

Cross-sheet Validation – for successful completion of validation sheet:

- Undergraduate and graduate/professional credit hours reported for Fall 2015 on this form should match or be within one percent of Fall 2015 undergraduate and graduate/professional credit hours reported in Enrollment by Campus form (as summed in Cross-Campus Total table).

Fall Enrollment by Campus (4-year institutions)

Instructions for Completion

- This form should contain a summary of current fall enrollment data, including headcount, student credit hours, FTE, and full-time/part-time enrollments by each campus or center given. This form should reflect enrollment as of the last day to drop and add courses (i.e., as close to Fall 2015 actual enrollment as possible). The Medical Center should report enrollment as of approximately October 15th. Please be sure to include preparatory/remedial/foundation figures in your enrollment totals.
- **Definitions:** Enrollment definitions as they pertain to Enrollment by Campus may differ from other forms and result in some duplication, across various categories as well as locations.
 - **On-campus:** For each designated campus or center, on-campus enrollment is the count of registered students physically attending classes held on site. This includes students using the campus or center facilities of other institutions. For example, if students are registered at UNO and sit in a classroom at UNL for a lecture hosted by an instructor of UNO, these students would be counted as part of the on-campus enrollment on UNO's form under the UNL site category.
 - **Off-campus** enrollment for a campus or center accounts for the number of students registering for courses through that campus or center but physically attending those classes elsewhere at other sites or locations that are not one of the institution's designated campuses or centers. For example, WSC registers students for a dual enrollment course, but the students attend at their local high schools. WSC would count those students as off campus for WSC's main campus.
 - Students enrolled in **online** courses should be counted within the online enrollment category for the campus or center that offers the course regardless of where the student is located. Online courses are defined as courses that students can access via online from anywhere and do not need to use a campus or center's facilities to attend. If students do not register for online courses through specific campuses or centers, count online students within the online enrollment category for the main campus.
 - **NOTE:** The delivery method for an individual course may vary. For example, some online classes may meet throughout a term to proctor tests. In these cases, classify the course based on the delivery method used the majority of the time.

Fall Enrollment by Campus (4-year institutions) (continued)

- Use the above definitions to report data for various enrollment categories:
 - **Delivery-site Headcount:** The number of students taking courses at each campus or center during the current fall term itemized by general delivery site. For each campus or center's enrollment, an individual student should be counted once for each type of class taken at the campus or center (on campus, off campus, and online). Thus, an individual student can be counted up to three times within a single campus or center's enrollment. Similarly, a student can be counted in the headcounts of multiple campuses or centers depending on the number of campuses or centers from which the student takes classes.
 - **Credit Hours:** Report the number of credit hours taken at each campus or center during the fall term, itemized by general delivery site (on campus, off campus, online). Because last year's form did not ask institutions to separate credit hours by undergraduate and graduate/professional, it was not possible to auto-populate last year's figures on the main table of this year's form for some schools. For reference, the total credit hours and FTE reported last year are listed at the bottom of the form.
 - **Full-time/Part-time Enrollments:** Based on an individual student's course load at each campus or center during the current fall term, report:
 - 1) Full-time Enrollment: The number of undergraduates taking 15 or more credit hours and number of graduates taking 12 or more credit hours at each campus or center; and
 - 2) Part-time Enrollment: The number of undergraduates taking 14 credits or fewer and number of graduates taking 11 credits or fewer at each campus or center.

Students can be counted more than once in the part-time enrollments of multiple campuses or centers depending on the number of campuses or centers from which the student takes classes (students are highly unlikely to be enrolled full time at multiple campuses or centers).

NOTE: Last year, there was some understandable confusion over the definitions of Delivery-site Headcount and Full-time/Part-time Enrollments and how they relate to each other, with some institutions believing both categories' subtotals should match. This, however, should rarely be the case because, although both sections are measuring the same group of students, each is counting them differently.

Delivery-site Headcount counts the number of students enrolled at each campus or center by delivery site – on campus, off campus, or online. Thus, within an individual

campus' delivery-site headcount, a student can be counted up to three times at a campus or center depending on the classes he/she takes.

Conversely, Full-time/Part-time Enrollment counts the number of students enrolled at each campus by course load – either 15 or more undergraduate credit hours and 12 graduate/professional credit hours OR 14 or fewer undergraduate credit hours and 11 or fewer graduate/professional credit hours – regardless of whether the classes are taken on campus, off campus or online. Thus, each student can only be counted in one category for each campus or center.

In sum, the Delivery-site Headcount should usually be larger than the Full-time/Part-time Enrollment at each campus or center because each student can be counted up to three times in the former, while each student can only be counted once in the latter. There are certain cases when the subtotals can match – if ALL students at a particular campus or center take classes at only one type of delivery site (on campus, off campus, or online), resulting in no duplication. In all other cases, the subtotals should not match. **If your institution's subtotals matched on last year's form, your form will not be pre-populated with the Full-time/Part-time Enrollments reported last year and it is requested that you rectify this data.**

*** * *New in 2015* * ***

- Institutions are now asked to distinguish credit hour enrollment at each campus or center by undergraduate and graduate/professional. FTE is now automatically calculated based on these reported totals.
- Addition of Cross-Campus Total table that sums number of credits hours.
- Credit Full-time/Credit Part-time categories from last year's form have been renamed to more clearly define the enrollments collected in these categories.
- Fall Headcount category from last year's form has been renamed "Delivery-site Headcount" to more clearly define the enrollments collected in this category and distinguish it from institution-wide headcount reported in Detail of Enrollment: Fall Term form.

In-sheet Validation – for successful validation of form:

- Delivery-site Headcount and Full-time/Part-time Enrollment subtotals for Fall 2015 should not match *unless* all students at that particular campus or center take classes at only one type of delivery site (on campus, off campus, OR online), resulting in no duplication of students.

Fall Enrollment by Campus (4-year institutions) (continued)

- Full-time/Part-time Enrollment subtotals for Fall 2015 should not be larger than the Delivery-site Headcount subtotals for each campus or center, and only rarely – as discussed in the example above – should they match.
- If undergraduate or graduate credit hours are reported for a delivery-site category (on campus, off campus, or online), the corresponding delivery-site category in the headcount section for that campus should be greater than zero. For example, if an institution reports on-campus undergraduate credit hours for a particular campus, that campus' on-campus delivery-site headcount should be greater than zero. Similarly, if no undergraduate or graduate credit hours are reported for a delivery-site category (on campus, off campus, or online), the corresponding delivery-site category in the headcount section for that campus should also be zero.
- Delivery-site Headcount, FTE, and Full-time/Part-time Enrollment subtotals for Fall 2015 should be greater than zero for each campus or center.

Cross-sheet Validation – for successful completion of validation sheet:

- Undergraduate and graduate/professional credit hours reported for Fall 2015 on this form (as summed in Cross-Campus Total table) should match or be within one percent of Fall 2015 undergraduate and graduate/professional credit hours reported in Detail of Enrollment: Fall Summary form.

Detail of Enrollment: Fall Term (2-year institutions)

Instructions for Completion

- Data should reflect enrollment as of the last day to drop and add courses, i.e., as close to Fall 2015 actual enrollment as possible.
- **For institutions offering contact hours for credit**, please convert credit contact hours to credit hours using 300 contact hours as the equivalent of one credit hour and report these converted figures with other credit hours.
- Report fall headcount, student credit hours, and student non-credit contact hours, separated by residency status (resident and nonresident).
- FTE is derived from reported credit hours and contact hours using 15 quarter credit hours, 15 semester credit hours, 450 quarter contact hours, and 300 semester contact hours.
- Report credit hours for which a class or other supervised instruction was actually conducted. Credit or contact hours generated through testing out, transfer, auditing classes, or unsupervised study should not be reported.
- Do not report CEUs.
- Please be sure to include preparatory/remedial/foundation figures in your enrollment totals.
- **** *New in 2015* ****
- In previous years' Fall Enrollment form, institutions were asked to provide a sum of student credit hours and student contact hours. This year, we are asking institutions to report credit hours and contact hours separately. Because last year's form did not ask institutions to distinguish credit and contact hours, it was not possible to auto-populate this year's form with last year's figures.
- Institutions no longer need to supply two years of future estimates.

In-sheet Validation – for successful validation of form:

- Ensure no fields are left blank for Fall 2014 and Fall 2015 data.

Cross-sheet Validation – for successful completion of validation sheet:

- Credit hours and contact hours reported for Fall 2014 and Fall 2015 terms on this form should match or be within one percent of Fall 2014 and Fall 2015 credit hours and contact hours reported in Enrollment by Campus form (as summed in Cross-Campus Total table).

Fall Enrollment by Campus (2-year institutions)

Instructions for Completion

- This form should contain a summary of 2014 and 2015 Fall enrollment data, including headcount, student credit/contact hours, FTE, and full-time/part-time/noncredit enrollments by each campus or center given. Fall 2015 data should reflect enrollment as of the last day to drop and add courses. Please be sure to include preparatory/remedial/foundation figures in your enrollment totals.
- **Definitions:** Enrollment definitions as they pertain to Enrollment by Campus may differ from other forms and result in some duplication, across various categories as well as locations.
 - **On-campus:** For each designated campus or center, on-campus enrollment is the count of registered students physically attending classes held on site. For example, if students are registered at Northeast Community College and sit in a classroom at the South Sioux City Center for a class, these students would be counted as part of the on-campus enrollment on NECC's form under the South Sioux City Center's site category on the form.
 - **Off-campus** enrollment for a campus or center accounts for the number of students registering for courses through that campus or center but physically attending those classes elsewhere at other sites or locations that are not one of the institution's designated campuses or centers. For example, Mid-Plains Community College registers students for dual enrollment courses, but the students attend at their local high schools. Mid-Plains would count those students as off campus for Mid-Plain's main campus. Another example would be Southeast Community College registering students for a class and delivering the class to students gathered in Nebraska City. Southeast would count those students as off campus for Southeast's main campus. A further example could be Southeast's Milford campus offering technical courses at a location in York. On the form, Southeast's Milford campus would count the students in its off-campus enrollment.
 - Students enrolled in **online** courses should be counted within the online enrollment category for the campus or center that offers the course regardless of where the student is located. Online courses are defined as courses that students can access via online from anywhere and do not need to use a campus or center's facilities to attend. If students do not register for online courses through specific campuses or centers, count online students within the online enrollment category for the main campus/area office.
 - **NOTE:** The delivery method for an individual course may vary. For example, some online classes may meet throughout a term to proctor tests. In these cases, classify the course based on the delivery method used the majority of the time.

Fall Enrollment by Campus (2-year institutions) (continued)

- Use the above definitions to report data for various enrollment categories:
 - **Delivery-site Headcount:** The number of students taking courses at each campus or center during the current fall term, itemized by general delivery site. For each campus or center's enrollment, an individual student should be counted once for each type of class taken at the campus or center (on campus, off campus, and online). Thus, an individual student can be counted up to three times within a single campus or center's enrollment. Similarly, a student can be counted in the headcounts of multiple campuses or centers depending on the number of campuses or centers from which the student takes classes.
 - **Credit Hours/Contact Hours:** Report the number of credit hours and contact hours taken at each campus or center during the Fall 2014 and Fall 2015 terms, itemized by general delivery site (on campus, off campus, online). **NOTE: For institutions offering contact hours for credit,** please convert credit contact hours to credit hours using 300 contact hours as the equivalent of one credit hour. Report these converted figures with other credit hours.
 - **Full-time/Part-time Enrollment/Noncredit enrollments:** Based on an individual student's course load at each campus or center during the Fall 2014 and 2015 terms, report:
 - 1) Full-time Enrollment: The number of students taking 15 or more credit hours at each campus or center;
 - 2) Part-time Enrollment: The number of students take 14 or fewer credit hours at each campus or center; and
 - 3) Noncredit Enrollment: The number of students enrolled exclusively in noncredit courses at each campus or center.

NOTE: Last year, there was some understandable confusion over the definitions of Delivery-site Headcount and Full-time/Part-time/Noncredit Enrollments and how they relate to each other, with some institutions believing both categories' subtotals should match. This, however, should rarely be the case because, although both sections are measuring the same group of students, each is counting them differently.

Delivery-site Headcount counts the number of students enrolled at each campus or center by delivery site – on campus, off campus, or online. Thus, within an individual

Fall Enrollment by Campus (2-year institutions) (continued)

campus' delivery-site headcount, a student can be counted up to three times at a campus or center depending on the classes he/she takes.

Conversely, Full-time/Part-time/Noncredit Enrollment counts the number of students enrolled at each campus or center by course load – 15 or more credit hours, 14 or fewer credit hours, OR strictly noncredit – regardless of class location. Thus, students can only be counted in one category for each campus or center.

In sum, the Delivery-site Headcount should usually be larger than the Full-time/Part-time/Noncredit Enrollment at each campus or center because students can be counted up to three times in the former, while students can only be counted once in the latter. There are certain cases when the subtotals can match – if ALL students at a particular campus or center take classes at only one type of delivery site (on campus, off campus, or online), resulting in no duplication. In all other cases, the subtotals should not match. **If your institution's subtotals matched on last year's form or if the Full-time/Part-time/Noncredit enrollment subtotal was larger than the delivery headcount subtotal, your form will not be pre-populated with the Full-time/Part-time/Noncredit Enrollments reported last year and it is requested that you rectify this data.**

*****New in 2015*****

- FTE is now automatically calculated based on these reported credit hours and contact hours.
- Addition of Cross-Campus Total table that sums number of credits and contact hours.
- Credit Full-time/Credit Part-time/Noncredit categories from last year's form have been renamed "Number of students taking 15+ credits," "Number of students taking 14 credits or fewer," and "Students enrolled exclusively in noncredit courses" to more clearly define the enrollments collected in these categories.
- Fall Headcount category from last year's form has been renamed "Delivery-site Headcount" to more clearly define the enrollments collected in this category and distinguish it from institution-wide headcount reported in Detail of Enrollment: Fall Term form.

In-sheet Validation – for successful validation of form:

- Delivery-site Headcount and Full-time/Part-time/Noncredit Enrollment subtotals for Fall 2014 and Fall 2015 terms should not match *unless* all students at that particular campus or center take classes at only one type of delivery site (on campus, off campus, OR online), resulting in no duplication of students.

Fall Enrollment by Campus (2-year institutions) (continued)

- Full-time/Part-time Enrollment subtotals for Fall 2014 and Fall 2015 terms should not be larger than the Delivery-site Headcount subtotals for each campus or center, and only rarely – as discussed in the example above – should they match.
- If credit hours and/or contact hours are reported for a delivery-site category (on campus, off campus, or online), the corresponding delivery-site category in the headcount section for that campus should be greater than zero. For example, if an institution reports on-campus credit hours for a particular campus, that campus' on-campus delivery-site headcount should be greater than zero. Similarly, if no credit hours or contact hours are reported for a delivery-site category (on campus, off campus, or online), the corresponding delivery-site category in the headcount section for that campus should also be zero.
- Delivery-site Headcount, FTE, and Full-time/Part-time Enrollment subtotals for Fall 2014 and Fall 2015 terms should be greater than zero for each campus or center.

Cross-sheet Validation – for successful completion of validation sheet:

- Credit hours and contact hours reported for Fall 2014 and Fall 2015 terms on this form (as summed in Cross-Campus Total table) should match or be within one percent of Fall 2014 and Fall 2015 credit hours and contact hours reported in Detail of Enrollment: Fall Summary form.

Tuition Rate Schedule

The Commission has eliminated the Tuition Rate Schedule form from this year's collection. In its place, please either:

- 1) Refer the Commission to a webpage containing **ALL** differing tuition rates for the 2015-2016 academic year.

-or-

- 2) Submit an Excel spreadsheet (with clearly defined row and column headings) containing **ALL** differing tuition rates for the 2015-2016 academic year.

If your institution has already set tuition rates for the 2016-2017 academic year, please use one of the above methods to report them to the Commission as well.

Tuition and Mandatory Fees for an FTE Student

Instructions for Completion

- For the tuition rate/school levels listed on the form, calculate the estimated tuition and fee amount paid by a resident and non-resident FTE student during the given fiscal years. Multiply each tuition rate by the applicable FTE definition, as illustrated below. Include estimated amount of mandatory fees paid by each student within course/level program. Complete information based on 2 semesters or 3 quarters.
 - FTE Calculations:
 - Undergraduate: 30 semester credit hours or 45 quarter credit hours
 - Graduate/Professional: 24 semester credit hours

*** * *New in 2015* * ***

- Form features condensed student level categories that combine lower and upper division into “undergraduate” and graduate I and graduate II into “graduate,” while first professional remains a distinct classification.

In-sheet Validation – for successful validation of form:

- Ensure no fields are left blank for 2015-2016 academic year data.

FTE Employees by Type

Instructions for Completion

- Employees should be placed and counted in the categories according to the definitions. Please see Appendix B for definitions of employee categories.
- Utilize the institution's definition of full-time, or the state's 2080 hours for full-time status.
- The salary column should include all salaries for persons counted in the category. This should be the total of all salaries for the category.
- The totals should match the total employee count and dollars expended for personnel at the institution.

In-sheet Validation – for successful validation of form:

- Ensure no fields are left blank for 2014-2015 and 2015-2016 fiscal year data.

Supplemental Utilities Detail

Instructions for Completion

- Fill in the number of units used by each category listed for PCS 7 (state and local tax supported) and PCS 9 (self-supporting – often revenue bond facilities).
- Fill in the cost per unit for PCS 7 and PCS 9.
- Calculate the total cost and place the figure in Total Expenditure column for PCS 7 and PCS 9.
- Indicate the number of square feet in service for PCS 7 and PCS 9.
- Provide the requested information for 2012-13, 2013-14, 2014-15.
- The data collected on this form reflects owned utilities and square footage as represented in the Physical Plant O & M Summary

Physical Plant O & M

Instructions for Completion

- Categorize properties by ownership (the agency with which the title to the building, grounds, or other property rests). Type (1) ownership includes all buildings, grounds or property owned by the agency (or by the state) submitting the budget; except for, type (2) ownership which includes those buildings which are owned by the agency or the state, and which are not revenue bond, but which contain what are traditionally self-supporting activities (e.g., child care facilities, University Press/publishing operations, etc.). Type (3) ownership include all buildings, grounds, or property which is vested in a holding company or building corporation to which payments are being made by the agency (e.g., revenue bond financed dormitories/housing, student centers, child care facilities, etc.). Type (4) includes departmental expenditures for building maintenance at University institutions that were not accounted for in the prior ownership categories. University campuses will report departmental facility maintenance information from accounts 552630 - R&M Building and Other Structure and 553440 - Construction & Maintenance Supplies. Leased or shared space that does not have a separate O&M budget should be excluded. List the square footage (gross square feet) by type of ownership in the appropriate column and on the appropriate ownership line. Grounds maintenance should be based on the number of acres maintained.
- It is assumed all areas reported are “in service.” Out-of-service areas include areas which have, as a matter of institutional policy, been taken out of service (for example, a dormitory floor), or have been taken out of service for renovation. If you have any areas “out of service,” please explain in a footnote detailing name of building, portion “out of service” and portion of the year.
- Determine source of funds. Unrestricted (Unrestr.) is roughly equivalent to “State-Aided” and Restricted (Restr.) is roughly equivalent of “Non-State Aided.”
- Complete the form: The information presented should be compatible with the institutional inventory system in total gross square footage and acreage.
- Reconcile Plant O & M total with budget for PCS 7 (Technical Report N. 106). **If funds other than those from PCS 7.0 are used for expenditure in any of these categories on the form, the PCS subprogram should be noted in footnotes or in an addendum, along with an explanation.**
- Other Capitalized Building Maintenance Expenditures. This category applies primarily to the University of Nebraska and Nebraska State Colleges.
 - At NU, some cash funds (unrestricted) and revolving funds (restricted) are moved from the operating budget (700 program #'s) to capital construction (900 program

Physical Plant O & M (continued)

- #'s) and are spent as capitalized building maintenance expenditures. **Please provide a list of all Capital Improvement Fee Projects with expenditures listed by fiscal year on a separate spreadsheet** (recommended template provided in workbook). Plant Fund Transfer Projects that are primarily (over 50%) facility maintenance projects should be identified with an asterisk (based on the facility maintenance definition in the Association of Higher Education Facilities Officers (APPA) study, *Facilities Performance Indicators*) and added into the total for Section G.
- At the State Colleges, Capital Improvement Fees charged by the State Colleges can also be used for capitalized building maintenance expenditures. **Please provide a list of all Capital Improvement Fee Projects with expenditures listed by fiscal year on a separate spreadsheet** (recommended template provided in workbook). Those projects that meet the facility maintenance definition previously outlined should be identified with an asterisk and included in Section G.

In-sheet Validation – for successful validation of form:

- Although there is no validation button as featured in other forms, this form is locked and errors will populate in certain instances (as marked by cells reading “error” and highlighted red). To avoid errors:
 - **Section A through E:** Ensure that expenditures are reported if a square footage is reported and vice versa.
 - **Section F:** If you are unable to distinguish grounds maintenance acres into the three ownership categories, ensure that a total acres amount is reported in one of the three categories and note in the comment box at the bottom of the form. Similarly, if acres are reported, please ensure that expenditures are reported as well.

This applies to all three academic years on the form. If 2012-2013 data results in an error, please rectify. Please ensure there are no errors on the form before submitting. In the rare case that an error cannot be avoided, please leave a detailed explanation in the comment box at the bottom of the form.

Off-Campus and Distance Education

Information Contained in Form:

- List of all courses offered asynchronously, synchronously, or by traditional delivery with CIP codes, course titles, locations (where appropriate), and enrollments
- List of programs available completely at distance
- List of degree programs and/or courses offered at an out-of-state site

Instructions for Completion

- The report should include all distance education and off-campus college-credit courses completed between July 1, 2013 and June 30, 2014.

Definitions:

- **Off-Campus and Distance Education:** For purposes of this survey, courses conducted exclusively on campus are not included, although some on-campus instruction may be involved; courses conducted exclusively via U. S. mail correspondence are also not included (although some instruction may be conducted via correspondence). *Courses offered for college credit to high school students (i.e., dual or concurrent enrollment) ARE included.*
- **Primary Mode of Instruction** (to be marked with an “x”)
 - **S - Synchronous** - Instructor and students meet at the same time but a portion (or all) of the students are physically separated in place from the instructor, i.e. live transmission via satellite, ITFS, T-1 or T-3, fiber optics, audio/phone conferencing, audiographics, desktop video/web conferencing, real time discussion (chat room), etc.
 - **Principal Sending Site** - Location from which the instructor regularly delivers the majority of the course material; often there will be students at this site.
 - **Remote/Independent Receiving Site** - Location where there are only students (instructor may visit or "send" from this site on occasion, but not on a regular basis).
 - **A - Asynchronous** - Instructor and students are separated in both time and place, i.e. prerecorded video or audio, CD-ROM based, web-based/Internet, etc.
 - **T - Traditional** - Instructor and students meet at the same time in the same place. Usually the instructor travels to the site where the students meet and conducts the class in person.

Off-Campus and Distance Education (continued)

- **Campus** is considered to be an institution's primary campus or campuses (e.g., Norfolk for NECC, Grand Island, Hastings, and Columbus for CCC). *This does not include additional locations, such as educational centers, technology centers, or extended campuses.*
- **Course**, for this survey, is every section of a course, because this represents the number of opportunities available to a student to enroll in the course. This includes every time an online course is offered. Hence, in this reporting, the term "course" means all offerings of any single course (i.e., multiple sections), and may differ from the definition used by some institutions.
- **Special Counting Circumstances**
 - Institutions on a quarter system should convert quarter hours to semester hours (3:5).
 - Count courses that are dual numbered for undergraduate and graduate credit as two courses.
 - If a course has variable credit, indicate in the credit column "var" or give the range, e.g., "1-3".
 - If honors courses have a separate number or section from the non-honors course or section, list them separately.
 - *Do not report any course that is essentially an individual experience, including independent study, thesis, dissertation, practicum, and internship.*
 - Synchronous courses received at several sites should only be counted as one course (i.e., one "x" in the S column)
 - If a course is delivered by more than one mode of instruction within a class section, classify the course in the mode that is used the greatest percentage of the time. A class should be listed in only one of the three modes.

Use of Form:

- By agency
 - To determine availability of higher education courses and/or programs to people in isolated or remote areas or who are place-bound.
 - To determine the degree to which students are availing themselves of the opportunity to access education outside a college campus
 - To compile an estimate of dual credit courses offered, enrollments, and, where possible, locations (this information is not collected, or is not accessible, anywhere else in the state)
- By other government entities
 - To answer questions posed by the Legislative Fiscal Office
 - To inform the legislature, as requested, and other constituents



Appendices

Appendix A: 2015 Collection Schedule

Forms distributed August 21, due November 13

- Detail of Enrollment: Fiscal Year
- Enrollment and Tuition
- Student Fee Schedule
- Student Financial Aid
- Cash Fund Revenue Summary

Forms distributed September 22, due January 22

- Detail of Enrollment: Fall Semester
- Enrollment by Campus
- Tuition and Mandatory Fees
- Employees by Type
- O&M
- Utilities
- Distance Education

Appendix B: Employee Category Definitions

Academic Administrators – personnel whose workload assignments or responsibilities are academic administration in nature. Examples include: Departmental Heads, Deans, Vice Presidents and their equivalent who work on academic issues on a regular basis.

Adjunct Faculty – a faculty position where one has an occasional or temporary affiliation with an institution or another faculty member in performing a duty or service in an auxiliary capacity.

Faculty – persons whose specific assignments customarily are made for the purpose of conducting instruction, research, or public service as a principal activity (or activities), and who hold academic-rank titles of professor, associate professor, assistant professor, instructor, lecturer, or the equivalent of any of these academic ranks. If their principal activity (over 50%) is instructional, the person is considered a faculty person. Student teachers or research assistants are not included in this category.

FTE (full-time equivalent) – the equivalent of one faculty member or one full-time person who is considered to be carrying a full load in accordance with an institutionally agreed upon convention for converting headcount numbers to an equivalent number of faculty and staff.

Other Administrators – persons whose assignments require primary responsibility for management of the institution. Assignments require the performance of work directly related to management policies or general business operations of the institution. Examples of this category are all officers holding titles such as president, vice president, vice chancellor, chancellor, budget officers, athletic directors.

Non-Faculty Managerial/Professional – persons employed for the primary purpose of performing support services, student services, and institutional support activities. Examples included in this category are employees such as librarians, accountants, student personnel workers, counselors, system analysts, computer programmers, and coaches.

Office/Clerical/Other Service Staff – persons whose assignments typically are associated with (a) clerical activities, or are secretarial in nature; (b) special manual skills and comprehensive knowledge of work processes involved; or (c) limited degrees of skills and knowledge to perform duties that result in or contribute to the comfort and convenience of personnel and students. Persons in this category include bookkeepers, receptionists, administrative assistants, office secretarial staff, statistical clerks, payroll clerks, bookstore sales clerks, library clerks, mechanics, electricians, skilled machinists, upholsterers, carpenters, laundry operators, cafeteria workers, truck drivers, bus drivers,

custodial personnel, gardeners, grounds keepers, construction laborers, security personnel, etc.

Work Study – persons who are involved in this form of financial aid that allows a person to work part-time on campus to earn money, at an hourly rate, to help pay college expenses.

Other – miscellaneous employees who could not fit within the identified categories. At the bottom of the form, list the types of employees placed in this “other” category.