Frequently Asked Questions

What does the "v" in the format 999v99 mean?
The "v" is an implied decimal. So the data will be submitted as 999.99.

If a field in the collection is blank do I need to fill it in with "null" or leave it blank?
Leave blank. Where the data dictionary says "null," null = blank.

Item 48 on enrollment tab asks for HighSchoolPercentileClassRank. However, our school does not keep track of this information.
For now you can leave those empty. We ask that you look into collecting this information in the future.

Can we have an extension?
IBHE will consider extensions on a case by case basis. Requesting an extension will begin on August 10-15th

I am getting an error on the zip code.
If the zip code has leading zeroes, many times excel will change the zip to a number and drop the leading zeroes. In excel change the format of any field with text to text.

We have master's and doctorate students, do we report them?
Yes, we would like the enrollments and degree information.

Item 1 on enrollment tab asks for us to indicate if the record was included in the terms census count. When we report to IPEDS, we only use our census snapshot so this flag will always be "Y".
That is correct. Our hope is to replicate your fall enrollment in the future.

Do I submit only one record for a student enrolled in both fall and spring?
No, we would like one record (row) for each unique student per year per term. A student enrolled in fall and spring of 2013-14 should have a record with an enrollment of 201308 and term of enrollment=1, another enrollment in spring 13-14 could be 201401 and term=2.

If a student identifies with more than one race, are we supposed to flag multiple items as "Y" for items 15-20 on enrollment tab and 14-19 on graduation tab?
You are correct that this is not a match for IPEDS reporting categories. The system was designed to pick up the data the same way the data is supposed to be collected at an institution per the federal regulations. http://www2.ed.gov/policy/rschstat/guid/raceethnicity/questions.html

One field for ethnicity and a separate field for each racial category. So any students marked on more than one race code, for instance black and white, would be reported on IPEDS as multi-racial.

So the mixed race needs to be reported out for each race they checked yes for.

Concerning due dates, your message on the website says the "backfill" historical data submissions are open now and are due August 15, but the ILDS/HEIS Data Collection Timeline says the submission opens August 1 and is due September 30, 2016. Which is correct, or are they different submissions altogether?

If you look at the timeline the dates you mention are for the summer enrollment 15-16 and the graduation 15-16. The current collection is for Academic Years 2013-14 (fall, spring, summer), 2014-15 (fall, spring, summer), and 2015-16 (fall and spring; summer if available). I've updated these collections to start in September, since most institutions are focusing on this initial data collection.

If we combine all three years of historical data into one file upload, how is each year of data identified and segmented so it displays in the correct year?

The year is based on the year in the enrollment file column 50 and 51. The Year on the upload is just the collection year 15-16. Unfortunately shortened to 15 on the drop down.

When I login to my institution, and click on "Upload File", the only submission year listed in the drop down menu is 2015. How then do I submit the historical data from 2013-14, 2014-15, and 2015-16 if we are batching data by year?

For this initial collection for the backfilling years, the collection cycle can be used to separate the years to better manage the files (1=All 3 Years, OR 2=2013-14, 3=2014-15, 4=2015-16).

The User Guide page 9 says that "if you attempt to submit two or more different Enrollment files in the same cycle, the system will only acknowledge the last one attempted". So if I submit our historical data in batches, one per historical academic year, how will all three data files be acknowledged and submitted? And if I submit batched historical data, what Enrollment Cycle do I select? I am offered 1, 2, 3, and 4 as choices.

For this initial collection for the backfilling years, the collection cycle can be used to separate the years to better manage the files (1=All 3 Years, 2=2013-14, 3=2014-15, 4=2015-16).

What do we do if our terms are different than semesters?

There are different codes for semester, trimester and quarters:

1 = S Fall Semester
2 = S Spring Semester
3 = S Summer Semester
4 = S Other Semester
6 = T Trimester 1
7 = T Trimester 2
8 = T Trimester 3
9 = T Other Trimester
A = Q Fall Quarter
B = Q Winter Quarter
C = Q Spring Quarter
D = Q Summer Quarter
E = Q Other Quarter 1
F = Q Other Quarter 2

Item 53 on enrollment tab lumps undeclared with unclassified students at Level 0. However, if a student is undeclared, he or she is seeking a bachelor's degree; the student just hasn't identified a specific major yet. Wouldn't it make more sense to count undeclared in Level 5 – Bachelor's degree? Also, there is no category for students-at-large (i.e., non-degree seeking graduate students). These are students who have previously earned a bachelor's degree or higher and are taking classes for enrichment purposes – not to earn a graduate degree. Should we just lump them with "unclassified" students in Level 0 since neither are seeking a degree?

Yes. The undeclared/unclassified is for the degree they are pursuing not the major. If the students are not pursuing a post-bacc certificate or some other specific degree, they would be put in code 0. In column 55 code 8 is the correct code for these students.

Item 30 on the graduation tab asks for the degree or certificate level. A student can earn multiple awards in a single term. Do you want me to list one row per award per student per term?

For each degree earned there should be a different record. Not to be confused with multiple majors which can be collected in the four degree CIP fields.

Do we include non-IBHE approved certificates? IPEDS considers these formal awards.

Yes, include non-IBHE approved certificates

For the enrollment data, should we report only on students at initial entry or do we have to report on every student enrolled during each term of their matriculation?

We are asking for an enrollment record for each unique student enrollment per year and term.

What county code are we supposed to be using for the county of the permanent residence of the student? From what source are we to obtain that coding system?

The IL county codes are also included in the data dictionary on a separate tab. The codes are the same as what are used in the census. Out of state county codes can be left blank.

Direct link to data dictionary:
http://www.ibhe.org/Data%20Bank/HEIS%20Resources/2015EnrollmentGraduationLayout.xlsx

I received an error for a country code, why?

Use FIPS two-digit country codes ISO 3166-1-alpha-2 code
http://www.iso.org/iso/english_country_names_and_code_elements

Are summer terms considered part of the prior academic year or of the coming academic year?

We have made the assumption that it is at the end of the academic year. The date of enrollment is what matters as well as when we ask you to submit the data for summer. That is why we are allowing you to submit the current summer for 15-16 in September if you do not have all your data by August 15.