

## How To Search IPEDS for Your School's FTE

All Title IV institutions report institutional data to the U.S. Department of Education through the Integrated Postsecondary Education Data System (IPEDS). Data reported to IPEDS are compiled and made available to the public on the IPEDS website. One of the data elements that IPEDS collects each year is Full-Time Equivalent (FTE). NASFAA's membership dues are calculated using IPEDS FTE Fall Enrollment data. **For 2013-14 membership dues, data from fall 2011, the most recent IPEDS data, was used. To verify this FTE number, please follow these steps:**

### Section I. Use College Navigator to Get Your IPEDS ID (UNIT ID)

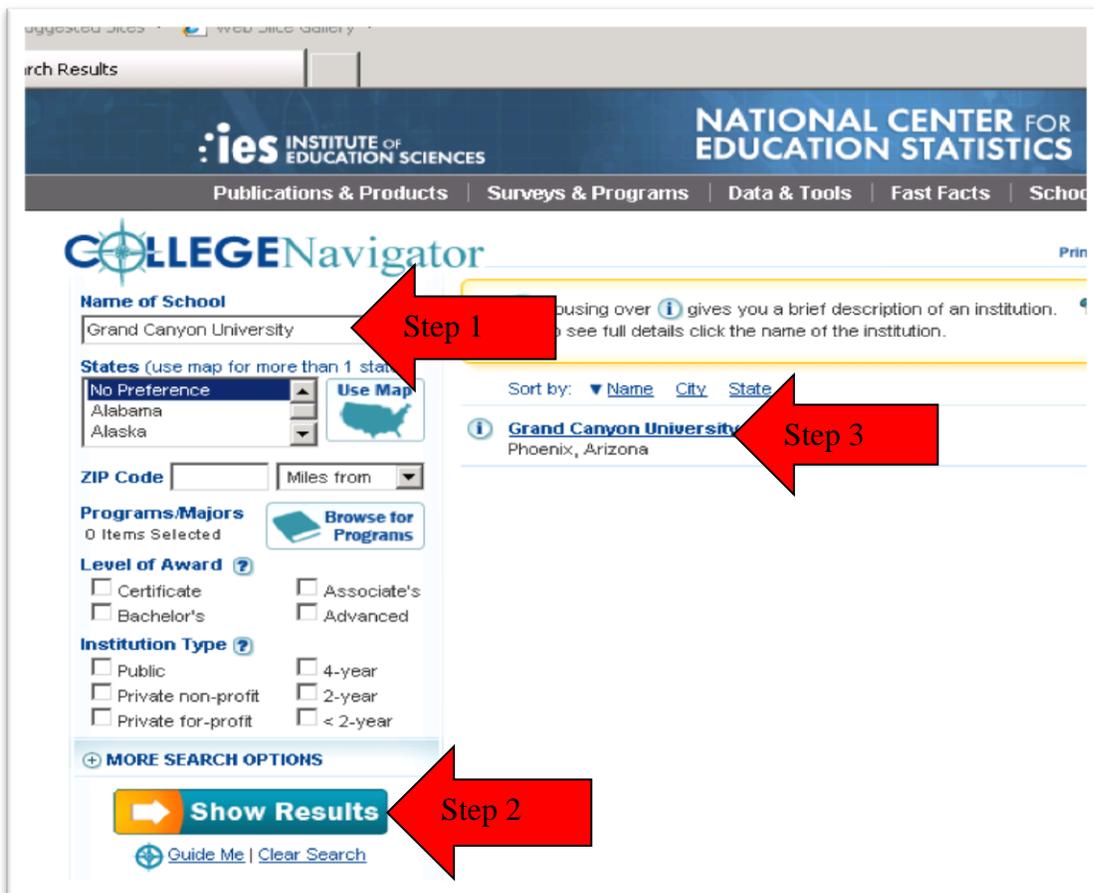
To locate your institution's FTE, you first need your IPEDS ID. This is not the same as your school ID. If you know your IPEDS ID, skip this step and go to Section II. If you do not know your IPEDS ID, proceed.

A. Go to the College Navigator website: <http://nces.ed.gov/collegenavigator/>

B. In Screen Shot 1, below, the red arrows point out the steps to locate your IPEDS ID.

1. Type your school name in the "Name of School" box in the upper left of the screen
2. Click the button "Show Results"
3. Locate your school on the next page and click on the school name for which you want your IPEDS ID.

Screen Shot 1.



C. After clicking on your school, a second page will appear. On this page, you need to locate two items: 1) School Type and 2) IPEDS ID. See Screen Shot 2, below. In this example, this school type is 4-year, Private for-profit and the IPEDS ID is 104717.

Screen Shot 2.

The screenshot shows the National Center for Education Statistics website. The header includes the logo and a search bar. Below the header are navigation tabs: Surveys & Programs, Data & Tools, Fast Facts, School Search, News & Events, and About Us. A secondary navigation bar contains links for Back to Results, Print, Save, and MY FAVORITES (0). The main content area displays information for Grand Canyon University, including its address and a list of awards offered. A map of Phoenix, Arizona, is shown on the right. Two red circles highlight the school type '4-year, Private for-profit' and the IPEDS ID '104717'.

Field	Value
General information:	3300 W Camelback Rd, Phoenix, Arizona 85017
Website:	<a href="http://www.gcu.edu">www.gcu.edu</a>
Type:	4-year, Private for-profit
Awards offered:	Bachelor's degree Master's degree Post-master's certificate Doctor's degree - research/scholarship
Campus setting:	City: Large
Campus housing:	Yes
Student population:	40,487 (24,886 undergraduate)
Student-to-faculty ratio:	15 to 1

IPEDS ID: 104717

You are now ready to find your IPEDS FTE.

## Section II. Finding Your IPEDS FTE

- A. Go to IPEDS Data Center: <http://nces.ed.gov/ipeds/datacenter/>. As shown in Screen Shot 3, below, click on “Download Custom Data Files.”

Screen Shot 3.

ies INSTITUTE OF EDUCATION SCIENCES

NATIONAL CENTER FOR EDUCATION STATISTICS

Publications & Products | Surveys & Programs | Data & Tools | Fast Facts | School Search

IPEDS DATA CENTER  
For Data Center Help Call 1-866-558-0658

LOOK UP AN INSTITUTION

COMPARE INDIVIDUAL INSTITUTIONS

RANK INSTITUTIONS ON ONE VARIABLE

VIEW TREND FOR ONE VARIABLE

CREATE GROUP STATISTICS

GENERATE PRE-DEFINED REPORTS

DOWNLOAD SURVEY DATA FILES

**DOWNLOAD CUSTOM DATA FILES**

EXPORT AND DFR

The Data Center allows users to retrieve IPE listed on the main menu to the left. As you m function will be described in this bubble. Find and click on the function to begin. Once insid Menu to switch between functions without los already selected.

**Shortcuts...**

- Upload a previously saved session
- Create/Download a list of variables
- Create/Download an institution group

B. The next screen, see Screen Shot 4, ask which data would you like to access. You want to use “Use final release data”. Click on “Continue” button.

Screen Shot 4.

The screenshot shows the IPEDS Data Center website. At the top, there are logos for the Institute of Education Sciences and the National Center for Education Statistics. Below these are navigation links: Publications & Products, Surveys & Programs, Data & Tools, Fast Facts, and School S. The main header is for the IPEDS Data Center, with the contact information: For Data Center Help Call 1-866-558-0658. The main content area has a blue background with a photograph of classical columns on the left. The heading is "What data would you like to access?". There are two main sections: "Provisional Release Data" and "Preliminary Release Data". The "Provisional Release Data" section is expanded and contains a list of data categories: Institutional Characteristics (2011-12), Pricing and Tuition (2011-12), Admissions (2011-12), Completions (2010-11), 12-month Enrollment (2010-11), Fall Enrollment (2010-11), Graduation Rate (2010-11), Student Financial Aid (2010-11), Finance (2010-11), and Human Resources (2010-11). Below this list is the text "For additional years of data:" followed by two radio button options: "Use provisional release data" (which is unselected) and "Use final release data" (which is selected). A blue "Continue" button is located below the radio buttons and is circled in red. The "Preliminary Release Data" section is collapsed.

- C. On the next screen, see Screen Shot 5, enter your school's IPEDS ID under "Institution Name." Your school name and its IPEDS ID will display. Click on the school and click on the "Select" button.

Screen Shot 5.

IPEDS DATA CENTER  
For Data Center Help Call 1-866-558-0658

Start over Save session Help

### Download custom data files

Provisional Report

1. Select Institutions 2. Select Variables 3. Output

My Comparison Institution - None Selected ⓘ  
Select Variables - Total 0 variables selected

How would you like to select institutions to include in your data file/report?  
By Names or UnitIDs By Groups By Variables By Uploading a File

Enter either an institution name or UnitID (or a comma separated list of UnitIDs) in the text box below typing, a list of matching institutions will appear. You can select a single institution by clicking on it from the list, or to want all institutions on the list, click "Select".

Institution Name  
104717  
104717: Grand Canyon University, Phoenix, AZ

Select

- D. Confirm that this is your school's information by clicking on "Continue" (Screen Shot 6).

Screen Shot 6.

1. Select Institutions 2. Select Variables 3. Output

My Comparison Institution - None Selected ⓘ  
Select Institutions - You have selected 1 institution(s)  
Select Variables - Total 0 variables selected

How would you like to select institutions to include in your data file/report?  
By Names or UnitIDs By Groups By Variables By Uploading a File

When you have finished selecting institutions, CONTINUE to ...

My Institutions

ID	Institution Name	City	State
104717	Grand Canyon University	Phoenix	AZ

- E. The next screen asks the year for which you would like data. Select “2011” under Available Year(s) and then click on the plus (+) sign next to the word “Enrollments” to expand this section (see Screen Shot 7).

Screen Shot 7.

The screenshot displays a three-step process: 1. Select Institutions, 2. Select Variables, and 3. Output. Under 'Select Institutions', it shows 'My Comparison Institution - None Selected' and 'Select Institutions - You have selected 1 institution(s)'. Under 'Select Variables', it shows 'Total 0 variables selected'. Below this, there is a search bar for variables and a list of available years from 1980 to 2011. The year 2011 is circled in red. At the bottom, there is a list of variable categories with plus signs next to them: 'Frequently used/Derived variables', 'Institutional Characteristics', 'Enrollments', and 'Completions'. The 'Enrollments' category is circled in red, and a red arrow points to it from the right.

**1. Select Institutions**      **2. Select Variables**      **3. Output**

**My Comparison Institution** - None Selected ⓘ  
**Select Institutions** - You have selected 1 institution(s)  
**Select Variables** - Total 0 variables selected

In order to get a custom data set, select data to include in your data set and the year's tree for variables. You can select data from multiple years before

Continuous variable     Alpha/String variable     Discrete variable

Search for variable(s)

Available Year(s)

<b>2011</b>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>	<u>2006</u>	<u>2005</u>	<u>2004</u>	<u>200</u>
<u>1997</u>	<u>1996</u>	<u>1995</u>	<u>1994</u>	<u>1993</u>	<u>1992</u>	<u>1991</u>	<u>1990</u>	<u>198</u>
<u>1980</u>								

Frequently used/Derived variables  
 Institutional Characteristics  
 **Enrollments**  
 Completions

- F. As the Enrollment section expands, a list of variables will be displayed (Screen Shot 8). Check the following checked variables. Click on the “i” to find out how IPEDS calculates full-time equivalent fall enrollment through its treatment of part-time enrollment (a pop-up window will appear – see Screen Shot 9). Then, click on “Continue” button in the right corner.

Screen Shot 8.

The screenshot shows the IPEDS data selection interface. At the top, there are tabs for 'Continuous variable', 'Alpha/String variable', and 'Discrete variable'. Below these is a search bar and a 'Continue' button. The main content area is divided into sections: 'Frequently used/Derived variables', 'Institutional Characteristics', and 'Enrollments'. Under 'Enrollments', there are sub-sections for 'Frequently used enrollment variables: Fall 2011' and 'Frequently used fall enrollment variables'. A 'Step 1: Select from the list of variables' dialog box is open, showing a list of variables with checkboxes. The variable 'Full-time equivalent fall enrollment' is checked and circled in red. A red arrow points to the 'Continue' button in the top right corner.

2011	2010	2009	2008	2007	2006	2005	2004	2003	2002	2001	2000	1999	1998	1997	1996	1995	1994	1993	1992	1991	1990	1989	1988	1987	1986	1985	1980

Institution size category *i*

Total enrollment *i*

Full-time enrollment *i*

Part-time enrollment *i*

Full-time equivalent fall enrollment *i*

Undergraduate enrollment *i*

First-time degree/certificate-seeking undergraduate enrollment *i*

Transfer-in degree/certificate-seeking undergraduate enrollment *i*

Continuing degree/certificate-seeking undergraduate enrollment *i*

Nondegree/certificate-seeking undergraduate enrollment *i*

Graduate enrollment *i*

Full-time undergraduate enrollment *i*

Full-time first-time degree/certificate-seeking undergraduate enrollment *i*

Full-time transfer-in degree/certificate-seeking undergraduate enrollment *i*

Full-time continuing degree/certificate-seeking undergraduate enrollment *i*

Full-time nondegree/certificate-seeking undergraduate enrollment *i*

Full-time graduate enrollment *i*

Part-time undergraduate enrollment *i*

Part-time first-time degree/certificate-seeking undergraduate enrollment *i*

Part-time transfer-in degree/certificate-seeking undergraduate enrollment *i*

Part-time continuing degree/certificate-seeking undergraduate enrollment *i*

Part-time nondegree/certificate-seeking undergraduate enrollment *i*

Part-time graduate enrollment *i*

Percent of total enrollment that are American Indian or Alaska Native *i*

Percent of total enrollment that are Asian *i*

Percent of total enrollment that are Black or African American *i*

- G. When you click on the “Full-Time equivalent fall enrollment” pop-up window, you will see the percentages based on your school’s type, undergraduate, and graduate.

Screen Shot 9.

**Full-time equivalent fall enrollment**

**Note:** The listed values are based on the whole IPEDS universe and don't represent your group.

**No Statistics were found for this variable**

**Variable Description**

Full-time equivalent enrollment  
This variable is derived from the enrollment by race/ethnicity section of the fall enrollment survey. The full-time equivalent of the institution's part-time enrollment is estimated and then added to the full-time enrollment of the institution. This formula has been used to produce the full-time equivalent enrollment that is published annually in the Digest of Education Statistics. The full-time equivalent of part-time enrollment is estimated by multiplying the part-time enrollment by factors that vary by control and level of institution and level of student. The following factors were used:

**Part-time undergraduate enrollment (line 22)**

Public 4-year	.403543
Not-for-profit and for-profit, 4-year	.392857
Public 2-year and <2year	.335737
All other sectors	.397058

**First professional (line 23)**

Public 4-year	.600000
Not-for-profit and for-profit, 4-year	.545454

**Graduate (line 25)**

Public 4-year	.361702
Not-for-profit and for-profit, 4-year	.382059

H. Screen Shot 10 lists all the variables you've selected from Screen Shot 8 for review. Click the "Continue" button.

Screen Shot 10.

The screenshot shows a web interface for downloading custom data files. At the top, it says "Download Custom Data Files" and "Provisional Release Data (Change)". Below this are three tabs: "1. Select Institutions", "2. Select Variables" (which is active), and "3. Output".

Under the "2. Select Variables" tab, there are three sections:

- My Comparison Institution** - None Selected **i** (with an "ADD" button)
- Select Institutions** - You have selected 1 institution(s) (with a "VIEW/MODIFY" button)
- Select Variables** - Total 10 variables selected (with "ADD NEW VARIABLES" and "VIEW/MODIFY" buttons)

Below these sections is a text box that reads: "Review the institutions and variables selected for your data set. You can add or remove variables/institutions, or, if you are happy with the current selections, click continue to receive your data set." A red arrow points to a "Continue" button on the right side of this text box.

At the bottom of the interface, there is a section for "Year 2011" with a "MODIFY" button. Below that is a table titled "Frequently used enrollment variables: Fall 2011".

Variable
Total enrollment
Full-time enrollment
Part-time enrollment
Full-time equivalent fall enrollment
Undergraduate enrollment
Graduate enrollment
Full-time graduate enrollment
Part-time undergraduate enrollment
Part-time graduate enrollment
Institution size category

- I. The next screen (Screen Shot 11), provides multiple ways to download the requested data for your school. Click the “Download” arrow and select “CSV” file type.

Screen Shot 11.

- J. Once the file is downloaded onto your computer, open the file and you should see the following information (Screen Shot 12):

Screen Shot 12.

unitid	School Name	year	Institution size category	Total enrollment	Full-time enrollment	Part-time enrollment	Full-time equivalent fall enrollment	Undergraduate enrollment	Graduate enrollment	Full-time graduate enrollment	Part-time undergraduate enrollment	Part-time graduate enrollment
104717	Grand Canyon University	2011	20-000 and	40487	3688	36799	17976	24886	15601	3	21201	15598

NASFAA’s membership dues are calculated using IPEDS Full-Time Equivalent Fall Enrollment data (highlighted in yellow in Screen Shot 12), which is reported by the schools to IPEDS.

If you have any questions, please contact Membership Services at (202) 785-0453 Ext. 1 or [membership@nasfaa.org](mailto:membership@nasfaa.org).