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.

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/](http://nces.ed.gov/ipeds/datacenter/). As shown in Screen Shot 3, below, click on “Download Custum Data Files.”

Screen Shot 3.
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.
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.

D. Confirm that this is your school’s information by clicking on “Continue” (Screen Shot 6).

Screen Shot 6.
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.
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.
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.
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.

<table>
<thead>
<tr>
<th>unitid</th>
<th>School Name</th>
<th>Institution size</th>
<th>Total enrollment</th>
<th>Full-time enrollment</th>
<th>Part-time enrollment</th>
<th>Full-time equivalent fall enrollment</th>
<th>Undergraduate enrollment</th>
<th>Graduate enrollment</th>
<th>Part-time undergraduate enrollment</th>
<th>Part-time graduate enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>104717</td>
<td>Grand Canyon University</td>
<td>2011-20-00 and</td>
<td>40487</td>
<td>9688</td>
<td>36799</td>
<td>17976</td>
<td>24886</td>
<td>15601</td>
<td>3</td>
<td>21201</td>
</tr>
</tbody>
</table>

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.