



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

MEMORANDUM

To: Presidents

From: Arthur E. Hohnsbehn
Associate Director, State-Level Information Services

Subject: Additional Forms for the 1999-2000 IPEDS Survey

Date: January 13, 2000

Enclosed are the additional forms required for the 1999-2000 IPEDS (Integrated Postsecondary Education Data System) survey for your college. The forms are listed below with the scheduled due dates.

<u>Form Title and Number</u>	<u>Due Date</u>
Graduation Rate Survey FORM IPEDS-GRS	February 28, 2000
Finance FORM IPEDS-F1	March 6, 2000

The IIPS Software for the entry of the IPEDS-F1 Finance Survey is ready. However, the report can not be transmitted until the file transfer report has been updated to meet new formatting requirements. This will be released by a Service Call that should be ready by Mid-February. The IIPS Software for the IPEDS-GRS Graduation Rate Survey must be revised to report part-time students. It will be ready by February 10, 2000.

All colleges will transmit the IPEDS-F1 Finance Survey using the System Office supported IIPS Software. Non-IIPS colleges need to transmit the IPEDS-GRS Survey electronically in the format required by IPEDS.

Please be sure to keep the supplemental instructions attached to the form when you distribute to the appropriate personnel at your college. These instructions will point out any new reporting requirements as well as clarify IPEDS instructions. The supplemental instructions also point out potential problem areas and list cross-section checks for accuracy.

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Both reports must be submitted in electronic form. The paper forms are strictly for your convenience. The contact person who receives the report is listed in the supplemental instructions.

The System Office will process all surveys for the 58 colleges. We will send the completed survey to the US Department of Education via electronic media.

Attachments

c: Data Coordinators
Keith Brown
Terry Shelwood

CC00-010
Paper Copy

SUPPLEMENTAL INSTRUCTIONS

**FINANCE FY 1999
(FORM IPEDS-F-1)**

Due Date: March 6, 2000

The following IIPS software is available which allows the user to key the data for this form and transmit to NCCCS computer:

1. Logto CC.GL
2. Select Menu Option 15 - PRIOR YEAR SPECIAL REPORTS MENU
3. Select Option 8 FINANCE SURVEY MENU - IPEDS F1 REPORTING
4. You then get this menu:

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          GL              FINANCE SURVEY MENU              MFS

          1= Finance Survey Data Entry
          2= Print the Finance Survey
          3= Audit the Finance Survey
          4= Prepare the FS.RPT file
          5= Transmit the FS.RPT file to DCC

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ENTER SELECTION OR <CR> TO EXIT=

5. Proceed to key your data and transmit to us.

**If you have any questions about this program, please contact
Rick Bundy, (919) 733-7051, ext. 324**

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NOTE: These instructions DO NOT replace but rather supplement
the official instructions included with this form.

General Notes and Comments:

1. A copy of this year's form is being sent to you strictly for your convenience in compiling the report to enter in the system. Please **DO NOT** send a copy of the paper form to our office.

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Supplemental Instructions
FORM IPEDS-F-1

2. Report WHOLE DOLLARS only; DO NOT REPORT CENTS. For any item on the report where exact data does not exist, give estimates.
3. PELL GRANTS: Revenues from Government grants and contracts are to be reported in PART A, Line 06, Restricted, Column 2, as well as in PART E, Line 01, Restricted, Column 2.
4. PART B, Column 4, CANNOT BE GREATER THAN the amounts in Column 3. Column 4 is a subset of Column 3.
5. PART E, LINE 01, 02 -- Please note that if you report expenditures on either of these lines, you must report AT LEAST those same amounts in PART A, Line 06 and 07. In other words, PART E, Lines 01 and 02, are a SUBSET of PART A, Line 06 and 07.
6. PART E, LINE 07 MUST EQUAL PART B, LINE 09. Scholarship and Fellowship Expenditures reported in Part B, line 09 must equal the total line in Part E, Line 07. The amounts in the Unrestricted, Restricted and Total columns MUST BE THE SAME AMOUNTS ON BOTH LINES.
7. PART F, Line 01 cannot be greater than PART B, Line 05. Part F, Line 01 is a subset of Part B, Line 5.
8. PART H, Line 05 cannot be greater than Line 01, Column 2. PART H, Line 03, Column 3, cannot be greater than PART A, Line 10.
9. PART K has portions that refer to "beginning-of-year" and "end-of-year" balances or values. In general, the "beginning-of-year" values should equal the "end-of-year" values reported for corresponding items on last year's IPEDS survey.
10. PART N does not apply to your college. DO NOT COMPLETE THIS SECTION.
11. Please check and verify all summation values carefully. Your data will be computer edited and all values that should be the sum of other stated values will be checked in the editing process.