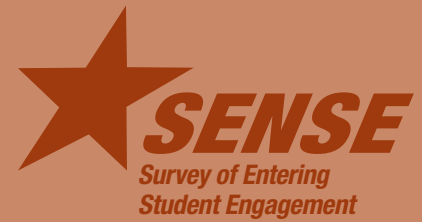


# Administration in a Nutshell

See how the survey unfolds annually



For more administration details, review [SENSE Administration: Tips for Success](#).

## Fast Facts

- Registration opens November 1 and closes April 30\*  
*\*Deadline extended to May 31 for SENSE 2020*
- Administration occurs the following fall



### Survey administration preparations initiated

College receives personalized technical assistance from Center college liaisons via e-mail, phone, and interactive orientation webinars.

May\*

*\*June for SENSE 2020*



### Survey materials shipped to college

Years of pilot testing indicate that the best way to obtain robust data at the community college level is through in-class paper-and-pencil survey administration.

By 2nd class week of fall term



### Completed surveys returned to the Center

Detailed instructions as well as prepaid return labels and return shipping boxes are included in the initial survey shipment to the college.

Early November



### Payment due to the Center

Pricing is based on fall IPEDS total headcount enrollment. Invoices are issued on or around October 1; alternative billing arrangements are available.

On or around December 1



### Registration and signed agreement form submitted by the college

Colleges that commit to join both *SENSE* and *CCSSE* in the same academic or calendar year receive 20% off the base price of both administrations.

By April 30\*

*\*By May 31 for SENSE 2020*



### Random sample pulled

The Center research team pulls a random sample of survey eligible courses based on the college's enrollment size category.

June/July\*

*\*July for SENSE 2020*



### Survey administration conducted on campus

This narrow window is intended to capture as many entering students as possible.

4th & 5th weeks of fall term



### Returned surveys scanned and data cleaned

November–January



### Results released

The college receives secure access to standard reports, data files, and custom reporting capabilities.

March 1

**Note:** Some dates for the *SENSE 2020* administration have shifted to accommodate the impact of COVID-19 on colleges.