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 Registration and Administration occurs the following fall signed agreement form By April 30 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. Survey administration preparations initiated May College receives personalized technical assistance from Center college liaisons via e-mail, phone, and interactive orientation webinars. Random sample pulled June/July The Center research team pulls a random sample of survey eligible courses based on the college's enrollment size category. Survey materials By 2nd class shipped to college week of fall term Years of pilot testing indicate that the best way to obtain robust data at the community college level Survey administration 4th & 5th weeks is through in-class paper-andconducted on campus of fall term pencil survey administration. This narrow window is intended to capture as many entering students as possible. Completed surveys returned to the Center Early November Detailed instructions as well as prepaid return labels and return shipping boxes are included in the initial survey shipment to the college. November-January Returned surveys scanned and data cleaned Payment due to the Center December 2 Pricing is based on fall IPEDS total headcount enrollment. Results released Invoices are issued on or around March 1 October 1; alternative billing The college receives secure access arrangements are available. to standard reports, data files, and custom reporting capabilities.