In-Class Administration Timeline Overview

Fast Facts
- Registration opens June 1 and closes October 31
- Administration occurs the following spring

By October 31
- Registration and signed agreement form submitted by the college
  - Colleges that commit to join both CCSSE and SENSE in the same academic or calendar year receive 20% off the base price of both administrations.

November
- Survey administration preparations initiated
  - College receives personalized technical assistance from college liaisons via e-mail, phone, and interactive orientation webinars.

Spring term
- 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.

- Early in spring term
  - Random sample pulled
    - Our research team pulls a random sample of survey eligible courses based on the college’s enrollment size category.

Spring term
- Survey administration conducted on campus
  - Exact timing varies based on the college’s academic calendar.
  - Learn more about CCSSE’s companion faculty survey: CCFSSE

May–June
- Completed surveys returned
  - Detailed instructions as well as prepaid return labels and return shipping boxes are included in the initial survey shipment to the college.

- Second Wednesday in May
  - Returned surveys scanned and data cleaned

June 1
- Payment due
  - Pricing is based on fall IPEDS total headcount enrollment.
  - Invoices are issued on or around April 1; alternative billing arrangements are available.

July 31
- Results released
  - The college receives secure access to standard reports, data files, and custom reporting capabilities.

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