

IN-CLASS Administration Timeline Overview

Fast Facts

- Registration opens in November and closes April 30
- Administration occurs the following fall



Survey administration preparations initiated

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

May

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



Survey materials shipped to college

College receives self-contained survey administration packet for each randomly selected class.

By 2nd class week of fall term

Random sample pulled

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

June/July



Completed surveys are returned

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

Early November

Survey administration conducted on campus

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

4th & 5th weeks of fall term

Returned surveys scanned and data cleaned

November to January

Payment due

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

Results released

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

March 1