

A Guide to Registering for CCSSE

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Starting Registration

The screenshot shows the CCSSE 2024 Registration page. At the top, there is a navigation bar with 'CCCSE Home | SENSE' on the left and 'Administer CCSSE | Contact | Logout' on the right. Below this is the logo for 'Community College Survey of Student Engagement' and a navigation menu with 'About CCSSE | National Results | Faculty Survey | Tools | Members Only'. The main content area is titled 'CCSSE 2024 Registration' and includes a welcome message, instructions on how to register, a 'Read More...' link, and contact information. A registration deadline of October 31, 2023, is highlighted. A form section prompts the user to select their institution from a drop-down menu and click 'Submit'. A callout box points to this form with the text: 'Select your college from the drop-down menu. Tip: Type any part of your institution's name to find it faster. Note: if you do not see your college name listed, please email info@cccse.org.' On the right side of the page, there are links for 'Options and Rates', 'Included Services', 'CCSSE 2024 Registration', and 'After Registration'. The footer contains the CCSSE logo, a service and research initiative statement, the Department of Educational Leadership and Policy at The University of Texas at Austin, and various policy links.

Access registration via the [Start Here page](#)

Select your college from the drop-down menu.
Tip: Type any part of your institution's name to find it faster.
Note: if you do not see your college name listed, please email info@cccse.org.

2 Authentication



This registration form is intended only for college staff members registering their college to participate in CCSSE 2024. It is not intended for students or faculty/staff at the institution who wish respond to a CCCSE Ssurvey.

I am a college staff member registering my college for CCSSE in the spring of 2024.

I am **not** a college staff member registering my college for CCSSE in the spring of 2024.

This screening page is intended to weed out accidental registrations from unauthorized users.

Next

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Entering Contact Information

The Registrant



Provide registration contact information below. The registration contact will receive communications related to the registration process.

After submitting the information on this page, an email from info@cccse.org will be sent to the registration contact email address provided. This email will contain a unique link that will allow the college to return to the registration form.

Note that fields marked with "*" are required to complete this form.

*Institution:

Registration Contact (the person completing this form):

Dr., Mr., Ms.:

*First Name

*Last Name

*Job Title

*Address Line 1 (No P.O. Boxes, please enter a street address.)

Address Line 2

*City

*State

*Postal Code

*E-mail Address

*Phone

Enter your personal info so that you receive the registration emails and return links.

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Entering Contact Information

The President and Survey Contact



Provide institutional information below.

If necessary, the college can return to this page later using the link emailed to the registration contact from info@cccse.org. The college will be able to modify the form up until registration submission. Select "Next" at the bottom of the page to save all entered information and move on to the the following section.

Note that fields marked with "*" are required fields.

College President/Chancellor/CEO:

Dr., Mr., Ms.:

*First Name

*Last Name

*Job Title

*Address Line 1 (No P.O. Boxes, please enter a street address.)

Address Line 2

*City

*State

*Postal Code

*Email Address

*Phone

Confirm or enter your president's contact info.



Institutional Contact for CCSSE:

Note: This person will serve as the primary contact on communications regarding the CCSSE administration.

I will be the primary institutional contact during the administration

I will not be the primary institutional contact (enter/update information in next question)

Selecting this option will trigger a prompt to enter the correct contact's info.



Next

Selecting Options

Joint Membership and Consortium Options



Review the [CCSSE Options and Rates](#) page and provide the college's selections for the following questions.

If necessary, the college can return to this page later using the link emailed from "info@cccse.org" to provide additional information as long as the registration form has not been submitted.

CCSSE/SENSE Joint Membership

Administer both CCSSE and the Survey of Entering Student Engagement (SENSE) in either the same academic year or the same calendar year and receive up to a 40% discount on the base price of the second administration of the pair (percentage is dependent upon combination of other discounts, if any). For details, visit the [Options and Rates](#) page.

- Yes, my college would like to commit to join both CCSSE 2024 and SENSE 2024
- No, my college would not like to commit to join both surveys at this time

Consortium Options

A group of colleges with common interests, characteristics, or locations may form a CCSSE consortium and receive aggregated data reports at no additional cost. If the group chooses, it may administer a joint set of additional items for a fee. For more information about consortium membership, please visit the [Options and Rates](#) page.

Eligible colleges may participate in the **Hispanic Student Success (HSS)** consortium. The consortium consists of qualifying institutions—those that have Hispanic-Serving Institutions (HSI) designation and/or hold membership in the Hispanic Association of Colleges and Schools (HACU).

Participation in consortia other than HSS can be added by contacting surveyops@cccse.org after you complete the registration form.

- Yes, my college would like to join the **HSS** consortium
- No, my college would not like to join the **HSS** consortium

See base pricing by enrollment size at cccse.org/join/options.cfm#basic

Reach out to surveyops@cccse.org for more information about the HSS consortium.

Selecting Options (continued)

Additional Items and CCFSSSE

Select the **additional items** your college wishes to administer.

Note: The default option is set to the free item set available that year.

Additional Survey Items

For an additional fee, a participating CCSSE college may add up to 15 items to the survey. For more information, visit the [Options and Rates](#) page. Colleges may choose from one of CCCSE's [Standard Additional Item Sets](#) or create a [custom item set](#).

A free additional item set on [Culture of Caring](#) will be available for CCSSE 2024. Colleges will automatically receive this item set free of charge unless they select a fee-based option below.

- Culture of Caring
- Academic Advising and Planning
- Academic Mindset
- Assessment and Placement
- Information Literacy
- Student Financial Health
- The Working Learner
- Consortium Additional Item Set
- Custom Additional Item Set

Community College Faculty Survey of Student Engagement (CCFSSE)

For an additional fee, participating CCSSE colleges are also eligible to participate in CCFSSSE, an online companion survey that elicits information from faculty about their teaching practices, the ways they spend their professional time in and out of the classroom, and their perceptions regarding students' educational experiences.

For more information, visit the [Options and Rates](#) page.

- Yes, my college would like to participate in CCFSSSE
- No, my college would not like to participate in CCFSSSE

Selecting Options (continued)

R/E Survey

See the full survey and FAQs at cccse.org/race-ethnicity-survey

Race/Ethnicity Survey

For an additional fee, participating CCSSE colleges are also eligible to participate in the stand-alone [Race/Ethnicity Survey](#). The purpose of this online survey is to help colleges understand their students' experiences with racism, inclusion, and belonging. Colleges registering for this option with CCSSE 2024 can administer the Race/Ethnicity Survey in the spring of 2024, fall of 2024, or spring of 2025. More information is available through the [Options and Rates](#) page.

Yes, my college would like to participate in the Race/Ethnicity Survey

No, my college would not like to participate the Race/Ethnicity Survey

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6 Administration Modality

Selecting an option does not lock you into this modality; colleges can change it through December.



Administration Modality

Colleges can administer CCSSE in randomly selected classes or as a fully online survey. The in-class administration can be done using paper instruments or by having students complete the survey using their personal computers or smart devices. All administration modalities contain the same survey items.

Online administration: The survey link is shared broadly to a census sample of all survey eligible students. Colleges promote survey participation in various ways, including via e-mail, text messaging, or the Learning Management System. Students typically take the survey in their own time using their personal computers, smartphones, or tablets. Colleges considering an online administration should review the [Online CCSSE FAQs](#) and the [primer on CCSSE online administration response rates](#).

In-Class administration: CCCSE selects a stratified random sample of in-person courses in which the survey will be administered. After the college approves the sample, CCSSE prepares and ships survey packets to the Campus Coordinator for each selected class.

- **Paper-and-Pencil:** The survey packets contain instructions, an administration script, and a [paper survey instrument](#) for each student in the class. After reading the script, survey administrators provide a survey to each student in the classroom. Completed surveys are placed back in the survey packets and returned to CCCSE by the May survey deadline.
- **Device-Based:** The survey packets contain administration instructions, an administration script, and QR code cards with the survey link. Students complete the survey using their own personal computer, smartphone, or tablet (or one provided by the college). Although the college will not need to ship anything back to CCCSE, all surveys must be completed by the May survey deadline. If you have any questions about the device-based administration, please email surveyops@cccse.org.

- My college will administer the in-class (**paper-and-pencil**) version of the survey
- My college will administer the in-class (**device-based**) version of the survey
- My college will administer CCSSE online

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Selecting an in-class admin will trigger additional options; see next page.

Administration Modality

Additional Options for In-Class Admins Only

Reach out to surveyops@cccse.org for more information about the oversampling process.

Select this option to register for the **online-only add-on**.

Note: This option will only populate for colleges that selected the paper-and-pencil version.



Other Options for Colleges Administering the In-Class Version of the Survey

Oversampling

For an additional fee, colleges administering the in-class CCSSE can conduct an oversample to survey students not selected as part of the random sample. For further details on oversampling, visit the [Options and Rates](#) page.

Yes, my college is interested in conducting an oversample

No, my college is not interested in an oversample

Online-Only Add-On (only for colleges administering the in-class paper-and-pencil version of the survey)

For an additional fee, colleges administering the in-class, paper-and-pencil version of CCSSE can opt to administer the online survey to students who take courses exclusively online. For more details, please visit the [Options and Rates](#) page.

Yes, my college would like to participate in the CCSSE add-on

No, my college would not like to participate in the CCSSE add-on

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Verify Selections

Confirm that the **contact information** is accurate.

Confirm that your **desired options** are accurate.



CCSSE 2024 Registration Review

Verify the institutional information and options below.

If all information is correct, click the "Next" button at the bottom of the page.

If any information needs to be updated, please press the "Previous" button to return to that section of the registration form and update your response. After updating information and returning to this page, click the "Next" button at the bottom of the page.

Institution Name: University of Alaska Matanuska Susitna College (if this needs to be updated, please contact info@cccse.org)

Contact Information:

Institutional Contact for CCSSE

Name:
Job Title:
E-mail address:
Address:

President/Chancellor/CEO

Name:
Job Title:
E-mail address:
Address:

CCSSE/SENSE Joint Membership

Consortium Options

Additional Survey Items

Faculty Survey (CCFSSE)

Race/Ethnicity Survey

Administration Modality

Oversample (only available to colleges participating in the in-class version of the survey)

Optional Add-On for Online-Only Students at Colleges Administering the In-Class Survey (only available to colleges participating in the paper-and-pencil version of the survey)

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8 Agreement Forms



Agreement Forms

To participate in CCCSE surveys, we must receive the college's signed Institutional Membership and Agreement form(s) linked below. After you download the agreement form(s), please click "Submit this form for processing" to finalize the registration. If you wish to return to this form, please do not submit it. You should have received an email from info@cccse.org with a link allowing you to return at a later time.

[Print-Friendly Version of the CCSSE/SENSE Agreement Form](#)

[Print-Friendly Version of the Faculty Survey Agreement Form](#)

[Print-Friendly Version of the Race/Ethnicity Survey Agreement Form](#)

[Print Friendly Version of the Optional Online-Only Student Add-On Agreement Form](#)

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Submit this form for processing

You **must** select this submit button in order to complete registration.

Complete!



CCSSE 2024 Registration

The registration form has been submitted for processing.

Review the administration timeline ([in-class](#) | [online](#)), which provides a step-by-step overview of the survey administration process, and the [After Registration](#) page to learn more about the upcoming administration.

If you have immediate questions or concerns, or need to make changes to your administration options, please contact CCCSE at surveyops@cccse.org or 512-471-6807.

*Registration is complete
once you reach this page.*

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