

## **FREQUENTLY ASKED QUESTIONS**

SACSCOC General and Enrollment Profile – Fall 2011

### ***What changes are in this year's COC enrollment and general information request?***

A new section titled Graduation Rates is included. The information in this section should come from your ipeds submission of the past spring. If your institution reports multiple cohorts (using multiple User ID numbers) just fill in and print the page multiple times.

### ***What will SACSCOC do with this information?***

Trends in graduation/completion information may be reviewed at reaffirmation or at the fifth-year point between reaffirmations. This information, as with all information collected, will be reviewed in light of the institution's mission and not benchmarked against other institutions.

### ***What changes were in last year's request?***

-Your institutional catalog is no longer requested.

-A new field has been added requesting your CEO's cell phone number.

-For for-profit institutions only, a new field has been added asking for the name of your parent company, or the name of the publicly-traded entity associated with your institution.

### ***Why do you want my President's cell phone number?***

Sometimes staff members need to contact your CEO related to accreditation decisions made regarding your institution. It is also not uncommon for SACSCOC staff to contact your CEO if unusual circumstances occur on your campus. The cell phone number of your CEO will not be shared outside of SACSCOC.

### ***Why are you in such a hurry to get our profile? Why is the deadline more important than in the past?***

New federal regulations require SACSCOC to report enrollment changes to the federal government. There are strict deadlines for the reporting of this information. If an institution does not report enrollment in a timely manner as requested, it is possible this will reflect negatively in this reporting.

### ***Do we have to include branch enrollments in our numbers, since you didn't ask for branch information?***

Yes, all enrollments must be reported. You don't have to send specific information on individual branches as requested in the past. Please report on your institution as an accredited whole.

### ***Why can't I find the form on your website [www.sacscoc.org](http://www.sacscoc.org)?***

The 2011 Institutional Profile for General and Enrollment Information is available only through the website specified in a letter sent to your President and copied to your Accreditation Liaison. It is not available on the Commission on Colleges' website in an effort to limit submissions to those from appropriate individuals, and reduce the number of duplicate submissions (a real problem).

### ***How do we treat law school students for purposes of completing enrollment information?***

Law school students are considered for-credit, post-baccalaureate students.

### ***Actual enrollment numbers are not available at this time, should we submit estimates?***

No, it is better to submit actual numbers when possible. The due date of the general and enrollment profile was extended to January 16, 2012 in an effort to allow the submission of firm numbers. If actual enrollment numbers are not available at that time an estimate may be submitted.

### ***What if an institution does not submit the requested information?***

If an institution fails to submit information requested by the Commission on Colleges, that institution is out of compliance with the *Principles of Accreditation*. This can jeopardize the accreditation status of an institution.

### ***What if I can't access the form?***

For technical problems, such as accessing the electronic profile form, contact D Kollar at [dkollar@sacscoc.org](mailto:dkollar@sacscoc.org) or (404) 679-4501 extension 4536. For questions related to completion of the form contact Donna Barrett at [dbarrett@sacscoc.org](mailto:dbarrett@sacscoc.org) or (404) 679-4501 extension 4574. It is better to email than call as your questions are retained to improve the process next year.

***Can I email my institution's profile? Can I fax it in?***

No. Currently only hard-copy submissions completed and appropriately signed are accepted.

***When calculating non-credit hours, are non-credit continuing education courses included?***

Yes

***Where do we report non-credit courses required to be taken by for-credit students?***

Include these courses in the for-credit calculations. Many non-credit courses are taken by for-credit students in the course of pursuing a for-credit course of study. Examples include chapel, remedial courses, labs accompanying science courses and orientation courses. These courses should be counted under the for-credit category.

***What about students who are auditing a course normally for credit?***

Include these courses in the for-credit calculation.

***How can I be sure my profile was received? Can I call to check on it?***

While we like to hear from you, it is not practical to call to see if your profile has been received. Our staff is out for a week in early December at our annual meeting. Also, profiles arrive in bins, and if yours hasn't yet been labeled, logged and entered we may not have a quick response for you. To further delay our response, we are closed later in December for the holidays. It is far better to send your materials by a method that enables you to track them, or that provides a receipt back to you. If you need to call to check on your materials, please do so after the holidays, when we'll be able to provide an accurate response. Your contact to confirm receipt is Ms. Kelli Fox, at [kfox@sacscoc.org](mailto:kfox@sacscoc.org) or 404-679-4501 ext. 4557.

***Where do I send my profile? And what is the SACSCOC phone number for shipping purposes?***

SACSCOC

ATTN: Institutional Profiles

1866 Southern Lane

Decatur, GA 30033-4097

(404) 679-4500

***Why do you ask for this information anyway?***

Enrollment profile information is used in several ways. It is used as a factor in calculating your institution's dues. Also, trend information on enrollment is provided to peer review committees. The general and enrollment profile form also gives your institution a chance to update your contact information with the Commission, an important issue for both of us. We are also required to provide enrollment information to the federal government to meet new regulations.

***I have additional questions, who can I contact?***

For the fastest response, please send an email to Donna Barrett at [dbarrett@sacscoc.org](mailto:dbarrett@sacscoc.org).