



Timeline for Administering the College Senior Survey (CSS)

Register for the CSS

- Registration opens **November 2015**. Register online at <http://heri.ucla.edu/css>. Registering for the survey indicates your institution's intent to participate in the survey. You will be asked to provide contact information for the individual responsible for the survey on campus ("primary contact") and a billing contact.
- Download the [Administration Guidelines](#) to review your options and prepare for survey administration.

Place Your Survey Order

Place orders for surveys at <http://heri.ucla.edu/css>. To complete your order you will need the following information:

- Preferred survey administration method – paper questionnaire, web-based survey, or both.
- If would like to ask additional questions on your institution's survey.
- Whether or not you intend to use group codes.
- Whether you will manage your email distribution in-house, or have CIRP send the emails for you.
- Dates (and times) for the survey invitation and reminders to be sent to your students.
- Whether your institution will customize the Welcome and Thank You pages (web-based survey only).
- If you would like to add your logo to the Welcome and Thank You pages (web-based survey only).
- A survey close date.

Survey Preparation and Planning

- Customize your survey administration by developing and uploading additional questions, or joining consortia.
- Develop outreach strategy for students.
- Obtain IRB approval, if necessary.
- Prepare survey materials such as invitation and reminder emails, schedule outreach activities, prepare Excel file of students to be surveyed, edit Welcome/Thank You screens, and upload your logo image.
- Finalize and procure any survey incentives.
- Coordinate email messages with your IT department.
- Pre-notification via email, social media, posters/flyers on campus.

Administer Survey (November - June)

- Survey opens **November 16, 2015**.
- Survey closes **June 24, 2016**.
- Select a survey open and close date anytime within the above time frame to best fit your institutional culture.

Data and Reporting

- Preliminary data for web surveys is updated in nearly real time. Paper survey preliminary data is available approximately 2-3 weeks after your surveys are received.
- Administrative Report Form (ARF) emailed to primary contact—provides CIRP with necessary information about your survey administration.
- Comparison group selection—customize your reporting by choosing comparison groups (July, 2016).
- Institutional Profile Report and final data file available for download (August, 2016).