

2003 CIRP Survey Data Services

In addition to the reports you receive as a part of your participation in the 2003 CIRP Survey, you may also purchase other data services for a nominal fee. These include:

Data File

You may order a “raw data” file containing the responses of all participating students at your institution. The data are arranged in a fixed-field format, making them accessible to analysis by statistical packages such as SPSS, SAS or BMDP; or by data base management programs such as dBase or Access.

In addition to the student responses, the DATA FILE also contains Social Security or Student I.D. numbers provided by your students (unless a student specifically directs HERI not to include it). You can use this I.D. to merge the CIRP Survey data with other data bases you may be keeping on your students, such as retention records, transcripts, etc. If you divided your respondents into subgroups using the standard or special breakout procedures (see the 2003 Administration Guidelines for details), the breakout codes are also included in the DATA FILE.

For your convenience, a set of SPSS specifications is also included. These specifications define the data layout, provide labels for each questionnaire item and response, and compute standard recodes used in the production of your Institutional Profile. In files with as many variables as the CIRP Survey (about 300), these specifications account for well over half of the effort required in conducting SPSS analyses.

The DATA FILE is available on diskette, or can be sent electronically via e-mail. *The cost is \$75.00 + \$0.10 per student record.*

Report on Spreadsheet

You may order some or all of your CIRP Survey Institutional Profiles in EXCEL or LOTUS 1-2-3 spreadsheet format. These spreadsheets, identical in format to the paper reports you’ve already received, make easy the task of creating graphs, tables, and other “user-friendly” reports. The standard REPORT ON SPREADSHEET includes separate spreadsheets for: 1) all first-time full-time freshmen and; 2) the “standard breakouts” (part-time students, transfers and all respondents). If you used the Standard Breakout option and want Reports on Spreadsheet for your Breakout Groups, you may order them for an additional fee. *The Standard REPORT ON SPREADSHEET costs \$25. Additional breakout spreadsheets cost \$2.50 each.*

Additional Comparison Groups

The Institutional Profile you receive on paper compares your results with those of two comparison groups determined by the stratification cell to which we have assigned your institution. You may add to your REPORT ON SPREADSHEET results from as many as four *additional* comparison groups from the 35 groups noted on the next page. *Each additional comparison group added to a report costs \$5.*

Special Breakout Report

The SPECIAL BREAKOUT REPORT provides Institutional Profiles based on the breakout groups specified in the GRP CODE grids on the first page of the Student Information Form (see the 2003 Administration Guidelines for more information). Up to 95 separate reports on mutually exclusive subgroups can be generated for each GRP CODE grid, as well as a summary report for all respondents at your institution. This report is now delivered in spreadsheet format much like the Report on Spreadsheet described above. *The SPECIAL BREAKOUT REPORT costs \$65, plus \$2.50 for each breakout group. (NOTE: SPECIAL BREAKOUT REPORTS are only available for those institutions which used the GRP CODE grids. Institutions using the Standard Breakouts should order a REPORT ON SPREADSHEET).*

Other Special Data Services

The Higher Education Research Institute can provide special reports and files. Please note that these most of these data services can be ordered only by contacting the HERI office.

PEER GROUP REPORT. You may order a special profile based on the aggregated responses from any five or more participating institutions of your choice. The report is delivered in spreadsheet format, and is identical in appearance to an Institutional Profile. The PEER GROUP REPORT costs \$65.00 plus \$5.00 per institution included.

DATA FILES FROM PREVIOUS YEARS. Institutional Data Files and associated SPSS Syntax Files can be purchased for any year from 1989 through 2002. Please note that since the survey changes from year to year, the file layout changes as well. Costs for Data Files from previous years are identical to those for the 2003 Data File -- \$75 + \$0.10 per student record. Visit the HERI website (www.gseis.ucla.edu/heri/heri.html) for the appropriate Order Form.

TRENDS DATA SERVICES. HERI has developed a Trends File containing a subset of some 300 items presented in two or more Freshman Surveys since 1971. Unlike data files for individual years, the Trends File has a common layout for all years, making longitudinal analysis far easier. You can purchase Institutional Reports and Data Files based on all years your institution has participated since 1971. Visit the HERI website (www.gseis.ucla.edu/heri/heri.html) for a Trends Data Services Order Form.

DATA MERGES. HERI will merge your CIRP data file with a file containing other data from your institution, based on Social Security Number and/or name & date of birth. The cost for this service is \$250.

CUSTOM BREAKOUT REPORTS. HERI can produce Institutional Profiles based on subgroups derived from virtually any item or combination of items on the Student Information Form. For instance, you can receive profiles broken out by students' High School GPA. Costs for Custom Breakout Reports depend on the scope and complexity of the subgroups you define.

PLEASE USE THE ATTACHED FORM TO ORDER A DATA FILE, REPORT ON SPREADSHEET, OR SPECIAL BREAKOUT REPORT. FOR MORE DETAILS ABOUT THESE SERVICES, OR TO ORDER OTHER SPECIAL SERVICES, CONTACT THE HERI OFFICE AT (310) 825-1925, OR BY E-MAIL AT HERI@UCLA.EDU.

Comparison Groups

Use the following codes to indicate which additional groups you want to include in your Report on Spreadsheet. Enter the codes in the space provided on the order form.

- | | |
|--|---|
| 20 All institutions | 05 All nonsectarian four-year colleges |
| 18 All universities | 13 __low selectivity |
| 17 All four-year colleges | 14 __medium selectivity |
| 03 All private four-year colleges | 15 __high selectivity |
| 16 All two-year colleges | 21 __very high selectivity |
| 19 All black colleges | |
| 08 All public universities | 07 All Catholic four-year colleges |
| 28 __low selectivity | 25 __low selectivity |
| 29 __medium selectivity | 26 __medium selectivity |
| 30 __high selectivity | 27 __high selectivity |
| 09 All private universities | 06 All Protestant four-year colleges |
| 31 __low selectivity | 22 __low selectivity |
| 32 __medium selectivity | 23 __medium selectivity |
| 33 __high selectivity | 24 __high selectivity |
| 04 All public four-year colleges | 01 All public 2 year colleges |
| 10 __low selectivity | 02 All private 2 year colleges |
| 11 __medium selectivity | 34 All public black colleges |
| 12 __high selectivity | 35 All private black colleges |

2003 CIRP SURVEY Data Services Order Form

Delivery Medium

All CIRP Data Services are now delivered electronically
Please specify only one type of medium per order.

Deliver via E-Mail (enter address here)

3.5" PC Disk

3.5" Mac Disk

HD _____

HD _____

2D _____

2D _____

Data File

\$75.00 + \$0.10 per student record

Early Data File*

\$150.00 + \$0.10 per student record

* An Early Data File requires that surveys be returned to our processing center before September 27, 2003. Early data files will be delivered in the beginning of November. This option cannot be requested unless surveys are returned by the September deadline. All other data files will arrive in January.

HERI cannot distribute data files unless the Certification of Research Use is completely filled out

Certification of Research Use

HERI provides data files to assist institutional research activities. By ordering this data file, you agree that these data will be used only for statistical analysis and reporting of aggregated information, and not for the investigation of specific individuals. In signing this agreement, you give assurance that use of these data will conform to widely accepted standards of practice and legal restrictions that are intended to protect the confidentiality of research subjects.

Name of Certifying Official

Signature

Title

Date

Report on Spreadsheet

\$25.00 for standard report

Include Standard Breakout Reports

\$2.50 per breakout group

Additional Comparison Groups

\$5.00 per additional comparison group

Please indicate the 2-digit special comparison code for each additional group desired (see page 2 for codes)

Group #1 _____

Group #2 _____

Group #3 _____

Group #4 _____

Special Breakout Report

\$65.00 + \$2.50 per breakout code specified

Please indicate on the back of this form the GRP CODE numbers and descriptive labels for each special breakout report you desire. (NOTE: To protect the confidentiality of individual respondents, Special Breakout Reports will **not** be produced for groups with fewer than five respondents).

NOTE: DO NOT INCLUDE PAYMENT WITH THIS ORDER. WE WILL BILL YOU AFTER YOUR ORDER HAS BEEN PROCESSED. YOUR ORDER WILL BE PROCESSED WITHIN 3-4 WEEKS AFTER RECEIPT OF THE ORDER FORM.

Ship Order To

Name: _____

Institution: _____

Title: _____

Address: _____

Phone: _____

City, State, Zip: _____

SPECIAL BREAKOUT LABELS

Please enter a 1-20 character label for each of the GRP CODES used by your students in the GRP CODE grids (A and B) on the 2003 Student Information Form.

GRP CODE A

GRP CODE B

Note: GRP Codes 00 and 96-99 are reserved for use by HERI. Please duplicate this section of the form if you need extra room.