

2004 CIRP FRESHMAN SURVEY DATA SERVICES

In addition to the Institutional Profile and copy of our report on the national results you receive as part of your participation in CIRP Freshman Survey, HERI can provide additional data services for a nominal fee. All requested files, reports, and resources will be delivered in electronic form via e-mail. Following is the data service information and the order form for specific services.

DATA FILE

COST: \$75.00 + \$0.10 PER STUDENT RECORD

You may order a “raw data” file containing the individual responses of all participating students at your institution. The data are arranged in a fixed-field text format so that they may be accessible to the widest possible range of commercial statistical and data base programs, and for merging with locally held data bases.

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. Because the CIRP Freshman Survey data file contains nearly 300 variables, these specifications account for well over half of the effort required in conducting SPSS analyses.

The Data File will contain codes identifying subgroups you may have specified through the “Standard Breakout” option and/or the two GROUP CODE fields on the survey instrument. It will also contain students’ Social Security Number (or local institutional ID) provided the student gave HERI permission to release it to you.

Early Delivery

Additional Cost: \$75.00

HERI will start fulfilling Data Services orders for the 2004 CIRP in January, 2005. However, if you returned your completed surveys to our Scanning Center by September 30, 2004, we can produce your Data File in early- to mid-November.

Pre-Formatted Data File

Additional Cost: \$25.00

HERI now offers pre-formatted data files. Instead of fixed-field format, you can order your data pre-formatted as in SPSS, Stata, SAS, MatLab, Fox Pro, or Statistica file formats. Contact our office if your preferred file format is not listed on this form.

REPORT ON SPREADSHEET (ROS)

COST: \$25.00

You may order some or all of the reports in your CIRP Freshman Survey Institutional Profile as EXCEL spreadsheets. These spreadsheets, identical in format to the paper reports you receive, 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 freshman and; 2) all other respondents (part-time students, transfer students, and all respondents).

Standard Breakout Spreadsheets

Additional Cost: \$2.50 per Spreadsheet

If you used the Standard Breakout option (physically dividing your completed surveys into 2-8 groups) and want Reports on Spreadsheet for your breakout groups, you may order them for an additional fee.

Additional Comparison Groups

Additional Cost: \$5.00 per comparison group

The standard CIRP Freshman Survey Institutional Profile that you receive displays your results with those of two comparison groups determined by the Stratification Cell to which HERI has assigned your institution. You may add to your ROS results as many as four ADDITIONAL comparison groups from the 37 groups noted on page 4 of this document.

GROUP CODE REPORT (formerly “Special Breakout Report”)

COST: \$65.00 PLUS \$2.50 PER GROUP

The Group Code Report provides Institutional Profiles based on each group code specified in the two “GROUP CODE” grids on the first page of the CIRP Freshman Survey. Up to 95 separate reports can be generated from each Group Code grid, as well as a summary report for all respondents at your institution. This report is delivered in spreadsheet format. (Please note that Group Code Reports are only available for those institutions that used the GROUP CODE grids. Institutions using the Standard Breakout groups should order a REPORT ON SPREADSHEET.)

2004 CIRP FRESHMAN SURVEY DATA SERVICES

PEER GROUP REPORT

COST: \$65.00 PLUS \$5 PER INSTITUTION INCLUDED

The two comparison groups included in your CIRP Freshman Survey Institutional Profile are determined by the Stratification Cell assigned to your institution by HERI (for more information about Stratification Cells, see Appendix A in our annual report on the CIRP, [The American Freshman](#)). However, you may wish to compare your CIRP Freshman Survey results to a different group of institutional peers or even to an aspirant group of institutions. Per your request, HERI can generate a special profile comparing your institution's results to the aggregated responses from any five or more participating institutions of your choice. The Peer Group Report is delivered in spreadsheet format and is virtually identical in appearance to an Institutional Profile report.

The following Data Services are available from HERI but can not be ordered using this form. Contact HERI at heri@ucla.edu or call 310-825-1925 for further information or to place an order.

DATA MERGE

COST: \$75.00 OR \$250.00

Individual records in a CIRP data file contain a respondent's Social Security Number (or other ID as directed by the institution) **provided** the student gave HERI permission to release it by answering "yes" to permission question. The SSN/ID is included to allow you to merge the CIRP data with other data files you might maintain (transcript files, results from locally-administered follow-up surveys, etc.) for the purpose of performing deeper analyses of the results. The value of this Data File feature can be diminished, however, if a significant percentage of respondents do not give this permission.

To work around a permission problem without compromising the respondents' wishes for anonymity, HERI has developed the Data Merge service. If you send us a data base containing the information you want merged to the CIRP Data File, and the students' SSN/IDs, HERI will merge the files together using all the SSN/IDs provided to HERI by respondents. (If the file you provide also contains students' names, HERI can use them to match to the CIRP data in the event a respondent did not provide HERI with an SSN/ID.) After the files are merged, HERI will strip off the SSN/IDs of those respondents who did not give us permission to release them. (Per standard HERI practice, all names in the merged file will also be removed.)

The price for this service depends on the type of file provided and the type of merging desired. If the file is in SPSS System format or in labeled EXCEL format, and you wish merging done only by SSN/ID, the cost is \$75. If the file is in any other format and/or you wish merging done by student name in addition to SSN/ID, the cost is \$250.

SPECIAL REPORTS

COST: VARIABLE

HERI can produce Institutional Profiles broken out on virtually any variable or combination of variables in the survey. For instance, you can order a report comparing students who attended different types of high schools, or by which major they intend to pursue. All Special Reports are delivered as EXCEL spreadsheets.

The cost of a Special Report is dependent on the amount of special programming necessary to produce it, but will not be less than \$125.

The following pages contain the Order Form for the CIRP Data Services. When completed, please FAX the form to the HERI office at 310-206-2228, or mail them to the address below. **Please do not send the order form to Questar Data Systems with your completed surveys.** Feel free to contact us at heri@ucla.edu or call 310-825-1925 if you have any questions.

Higher Education Research Institute
Graduate School of Education & Information Studies
University of California at Los Angeles
3005 Moore Hall, Maibox 951528
Los Angeles, CA 90095-1528

2004 CIRP FRESHMAN SURVEY DATA SERVICES

Please use the following form to order Data Services. It is not necessary to include payment with this order – HERI will bill you after your order has been processed. Orders will be completed within 3-4 weeks.

CONTACT/BILLING INFORMATION (PLEASE COMPLETE ALL FIELDS):

Name: _____ Institution: _____
 Title: _____ Address: _____
 Phone: _____ City: _____ State: _____
 E-mail _____ ZIP Code: _____

Unless noted below your data services will be sent via e-mail to the address you provide above.
 There is a \$5.00 surcharge for delivery on PC diskette via US Mail.

Please deliver on diskette via U.S. Mail _____

DATA FILE (\$75.00 + \$0.10 per student record) _____

Early Delivery (add \$75.00) _____
 Completed Surveys must be at Scanning Center no later than 9/30/2004

Preformatted File (add \$25.00) _____
 Circle one of the data formats below

SPSS · Stata · SAS · Fox Pro · Statistica · dBase · Gauss · MatLab · Quattro Pro

CERTIFICATION OF RESEARCH USE

HERI can not deliver your data file unless the Certification of Research use is completely filled out.

The Higher Education Research Institute provides data files to assist institutional research activities. By receiving this data file, you agree that these data will be used only for statistical analyses 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. You also give assurance that no survey respondent will be sanctioned based on any answer provided in the YFCY survey instrument.

 Name of Certifying Official Signature

 Title Date

**PLEASE FAX THIS FORM TO THE HERI OFFICE AT 310-206-2228, OR MAIL IT TO THE ADDRESS ON PAGE 2.
 Do NOT SEND THIS FORM TO QUESTAR DATA SERVICES WITH YOUR COMPLETED SURVEYS.**

2004 CIRP FRESHMAN SURVEY DATA SERVICES

REPORT ON SPREADSHEET (\$25.00) _____

Standard Breakout Reports (add \$2.50 per report) _____

Additional Comparison Groups (add \$5.00 per group) _____

Please use the codes below to indicate up to four additional comparison groups you want to include in your Report on Spreadsheet.

<u>Group 1</u>	<u>Group 2</u>	<u>Group 3</u>	<u>Group 4</u>
20 All institutions		05 <i>All nonsectarian four-year colleges</i>	
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			
		07 <i>All Catholic four-year colleges</i>	
08 <i>All public universities</i>		25 __low selectivity	
28 __low selectivity		26 __medium selectivity	
29 __medium selectivity		27 __high selectivity	
30 __high selectivity			
		06 <i>All Protestant four-year colleges</i>	
09 <i>All private universities</i>		22 __low selectivity	
31 __medium selectivity		23 __medium selectivity	
32 __high selectivity		24 __high selectivity	
33 __very high selectivity			
		01 All public 2 year colleges	
04 <i>All public four-year colleges</i>		02 All private 2 year colleges	
10 __low selectivity			
11 __medium selectivity		34 All public black colleges	
12 __high selectivity		35 All private black colleges	

GROUP CODE REPORT (\$65.00 plus \$2.50 per group) _____

Using the grids on Page 5, please enter a 1-20 character label for each of the GROUP CODES used by your students in the GROUP CODE grids (A and B) on the 2004 Student Information Form.

PEER GROUP REPORT (\$65.00 plus \$5.00 per institution) _____

Using the grids on Page 6, please enter the names of the institutions to include in your Peer Group Report.

**PLEASE FAX THIS FORM TO THE HERI OFFICE AT 310-206-2228, OR MAIL IT TO THE ADDRESS ON PAGE 2.
Do NOT SEND THIS FORM TO QUESTAR DATA SERVICES WITH YOUR COMPLETED SURVEYS.**

2004 CIRP FRESHMAN SURVEY DATA SERVICES

Peer Group Specification

If you want to specify individual institutions in your Peer Group, please enter the names of each institution and the state in which it resides. If more than one branch campus of an institution participated in the CIRP Freshman Survey during a given year, please indicate the branch(es) you want included in your Peer Group.

Institution	State
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

If you wish to specify the institutions in your Peer Group by one or more rules, such as “All public institutions in Illinois” for example, please enter your rule(s) here.

Note: HERI will not produce Peer Group Reports containing less than FIVE institutions.

Please duplicate this section of the form if you need extra room.