

Please type your information in the appropriate fields below.
Remember to sign the form before faxing or mailing.

THE 2005 COLLEGE STUDENT SURVEY

Please check the appropriate boxes:

- Yes, we wish to participate in the 2005 College Student Survey
- Paper administration with a web option*
OR
 Web-only administration
- No, we do not wish to participate in the 2005 College Student Survey

INSTITUTION NAME

CONTACT PERSON

TITLE

MAILING ADDRESS (NO P.O. BOXES PLEASE)

()

PHONE

()

FAX

E-MAIL

NUMBER OF CSS SURVEYS

DELIVER ON (DATE)

Surveys will be available in mid-January, 2005.

If you are following-up students who participated in a Freshman Survey, indicate the year(s) they completed the survey: _____

Please check the appropriate box(es):

- We intend to return completed CSS surveys during the 1st administration cycle (i.e., January–June, 2005)
- We intend to return completed CSS surveys during the 2nd administration cycle (i.e., July–December, 2005)

SIGNATURE OF CONTACT PERSON

By signing I agree to follow survey procedures and pay fees for participation when billed.

(NOTE: There is a \$100 fee if participation is canceled after surveys are received.)

*If you plan to conduct a paper-only administration, please register for the paper-web option. The administration guidelines that you will receive upon registration will outline how to adapt the paper-web selection to a paper-only administration if that is your preferred method.

The CSS can be administered to senior students or to any sample of undergraduate students throughout the year. The flexibility of the CSS administration process gives your institution latitude with respect to:

- Type of survey administration (i.e., paper, web-based, or a combination)
- Method of survey dissemination (e.g., in class or other proctored setting, in the residence halls, via campus or US mail, via e-mail, etc.)
- Selection of institutional sample
- Timing of survey dissemination (the first cycle runs from January to June, 2005; the second cycle runs from July to December, 2005)
- Use of marketing strategies and incentive programs

If you intend to survey students who participated in an earlier CIRP Freshman Survey, please indicate the class year you are following-up when you register. HERI will provide the names and social security numbers of these students at no cost.

NEW FEATURE: In addition to receiving regular updates of the number of students who submitted the on-line CSS instrument, participating institutions may now request a report of the names of web survey respondents for the purposes of targeting follow-up correspondence to first wave non-respondents.

Participation Fees

Basic costs include an institutional participation fee of \$475 plus \$2.00 for each returned survey. These fees cover all costs for the data collection, data processing, and preparation of campus reports (i.e., Campus Profile Report and Follow-Up Report). Additional data services (e.g., data files, etc.) are available for an extra charge.

Registration Information

To register your campus for the 2005 CSS, please complete the attached registration form and return it to the HERI office.

Mail to:

UCLA Higher Education Research Institute
3005 Moore Hall, Box 951521
Los Angeles, CA 90095-1521
ATTN: 2005 College Student Survey

or fax to: 310-206-2228