



**We need some information about how you administered the CIRP survey.**

**WHAT GROUP(S) OF STUDENTS DID YOU INTEND TO SURVEY?**

First-time, full-time freshmen	___	Other (specify)	_____
Any entering students	___		_____
Did you intend to survey <u>all</u> students in each group?	Yes	_____	No _____
If "No", what percentage of students did you intend to survey?		_____	

**WHAT METHOD(S) DID YOU USE TO ADMINISTER THE SURVEY?**

A single proctored group	___	Mailed with other materials (e.g. Reg. Packet)	___
Two or more proctored groups	___	Mailed by itself	___
During class sessions	___	Other (specify)	_____
Individually (but not mailed)	___		_____

**WHAT TYPE OF ID NUMBER DID YOU ASK STUDENTS TO PROVIDE?**

Campus ID	___
Social Security Number	___
Other (specify)	___

**SPECIAL PROBLEMS AND CIRCUMSTANCES**

Did at least 80% of the students you targeted actually complete the survey? Yes _____ No _____
<i>If "No", please describe any unusual circumstances or special problems you encountered.</i>

**SHIPPING AND HANDLING INSTRUCTIONS**

<ol style="list-style-type: none"><li>1. Do not fold or staple the questionnaires. Return questionnaires with Page 1 facing up and all questionnaires oriented in the same direction. <b>Institutions may be billed for additional processing costs if returned questionnaires are folded or stapled.</b></li><li>2. Ship via United Parcel Service (UPS) or other <b>traceable</b> form of parcel delivery. We strongly recommend that you do <b>not</b> use the U.S. Postal Service.</li><li>3. If the forms are being shipped in more than one box, please indicate by marking each box (for instance "Box #1 of 3").</li><li>4. Place the ARF on top of the questionnaires (if more than one box is being mailed, place the ARF in Box #1). Send the box(es) to: <p style="text-align: center;"><b>HERI Processing Center c/o Questar Data Systems 2905 W. Service Rd. Eagan, MN 55121</b></p></li></ol>
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If you cannot obtain the above information in time to meet the October 15 deadline, please provide as much as possible on a photocopied ARF and include it with the returned questionnaires. When the missing information becomes available, please call the Higher Education Research Institute at 310-825-1925.