

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">1. Do not fold or staple the questionnaires. Return questionnaires with Page 1 facing up and all questionnaires oriented in the same direction. Institutions may be billed for additional processing costs if returned questionnaires are folded or stapled.2. Ship via United Parcel Service (UPS) or other traceable form of parcel delivery. We strongly recommend that you do not use the U.S. Postal Service.3. If the forms are being shipped in more than one box, please indicate by marking each box (for instance "Box #1 of 3").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;">HERI Processing Center c/o Data Recognition Corporation 8900 Wyoming Ave., North Brooklyn Park, MN 55445</p>

If you cannot obtain the above information in time to meet the October 14 deadline, please provide as much as possible on a photocopy of the 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.