

2003 CIRP ADMINISTRATION REPORT FORM (ARF)

In order to process your completed surveys correctly and report them properly, we need some information from you. This form must be returned with your completed questionnaires to our processing center no later than October 17, 2003 (see back for shipping details).

YOUR INSTITUTION

NAME:	
CITY:	
STATE:	

SHIPPING INFORMATION

How many completed survey forms did you ship? _____	in how many boxes? _____
Shipped via? _____	Shipping Date? _____

ENROLLMENT COUNT BY GENDER

What is the total number of first-time full-time freshmen enrolled for fall 2003? Please note that these counts reflect all your first-time full-time freshmen, not only those who filled out surveys.

First-time full-time freshmen enrolled for fall 2003: Men _____ Women _____ Total _____

BREAKOUT GROUPS

If you are taking advantage of our Standard Breakout Groups option (see page 3 of the *Guidelines* for more information), please provide the following information for each Breakout Group

<u>Breakout Labels</u> (as they should appear on your Institutional Profile)	<u># of Surveys in Group</u>
1) _____	_____
2) _____	_____
3) _____	_____
4) _____	_____
5) _____	_____
6) _____	_____
7) _____	_____
8) _____	_____

DON'T FORGET SIDE 2!

CIRP ADMINISTRATION

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)	___		_____

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

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 so 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:

**HERI Processing Center
c/o Questar Data Systems
2905 W. Service Rd.
Eagan, MN 55121**

If you can not obtain the above information in time to meet the October 17 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.