2004 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 <u>must</u> be returned with your completed questionnaires to our processing center no later than October 15, 2004 (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 <u>total</u> number of <u>first-time</u> , <u>full-time</u> <u>freshmen</u> enrolled for fall 2004? Please note that these counts reflect <u>all</u> your first-time, full-time freshmen, not only those who filled out surveys.			
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First-time full-time freshmen enrolled for fall 2004: Men	Women Total		
BREAKOUT GROUPS			
If you are taking advantage of our Standard Breakout Groups option (see page 3 of the <i>Guidelines</i> for more information), please provide the following information for each Breakout Group)			
Breakout Labels (as they should appear on your Institutional Pro			
1)			
2)			
3)			
4)			
5)			
6)			
7)			
8)			

Don't Forget Side 2!

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 for large		Other (const.f.)	
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 If "No", please describe any unusual circumstances or special problems you encountered.			
SHIPPING AND HANDLING INSTRUCTIONS			
 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. 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:			
HERI Processing Center			
c/o Questar Data Systems 2905 W. Service Rd. Eagan, MN 55121			

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.

UCLA IRB #G00-06-053-11 Expiration date: January 22, 2005