COOPERATIVE INSTITUTIONAL RESEARCH PROGRAM
at the HIGHER EDUCATION RESEARCH INSTITUTE AT UCLA

Administering the College Senior Survey (CSS)

Participating in the CSS involves active participation from both CIRP staff and our institutional partners throughout the academic year. CIRP staff are available to provide assistance with aspects of preparing and administering the CSS. Please contact us at heri@ucla.edu or 310-825-7079. The timeline below approximates the general activities in a survey cycle.

Register for CSS
- Registration opens in **March 2014.** Registering for the survey indicates your intent to participate in the survey
- Review administration guidelines to prepare for survey administration

Survey Preparation and Planning
- Place order for surveys, determining when the survey will be available to students, including invitation and reminder schedule
- Customize your CIRP Survey administration by developing supplemental questions, or joining consortia
- Develop promotional strategy
- Obtain IRB approval, if necessary
- Prepare survey materials such as invitation and reminder emails, schedule promotional activities, prepare Excel file of students to be surveyed, edit welcome/thank you screens, and logo image
- Finalize and procure survey incentives
- Coordinate messages with IT (if necessary)

Administer Survey (March-June)
- Survey opens **March 2014**
- Survey closes **June 27, 2014**
- When placing your order, set an institutional survey open and close anytime within the above time frame to best fit your institutional culture

Data and Reporting
- Preliminary data is available **in real time**
- Administrative Report Form (ARF) emailed to primary contact—provides CIRP with necessary information about your survey administration used to establish foundation for national norms.
- Institutional Profile Report and final data file available for download (August)