



CIRP Your First College Year Survey (YFCY) Administration Checklist

Before the questionnaires arrive:

- Complete the Research Approval Form (done online via CIRP Web Portal)
- Create a '2012 YFCY Survey' file for these materials and your records
- Download and review the YFCY Survey Administration Guidelines
Contact the Higher Education Research Institute (HERI) at UCLA if you have any questions:
Phone: (310) 825-7079; Fax: (310) 206-2228; E-mail: HERI@ucla.edu; www.heri.ucla.edu
- Develop plans to administer the survey to first-year students

<i>If survey to be administered in person:</i>	<i>If survey to be administered by mail:</i>	<i>If survey to be administered via the web:</i>
1. Administration date(s) and time(s)	1. Mailing labels	1. Student distribution list
2. Administration location(s)	2. Envelopes (preferably 9x12)	2. Email distribution text
3. Proctors	3. Postage stamps or access to postage meter/mailroom	
4. Pens, if needed	4. Return envelopes (preferably 9x12, pre-stamped or metered)	
5. Special options materials (Additional questions, Group code instructions, etc.)	5. Special options materials	

When the questionnaires arrive:

- Count to ensure there are a sufficient number of questionnaires
If there are not, contact our survey operations center at (866) 461-2332.
- Save the "return" shipping box(es)
Questionnaires will arrive double boxed. The inner box will be pre-addressed. Use this to return the completed Questionnaires to our processing center, in Brooklyn Park, MN.
- Review the YFCY Survey Administration Guidelines
- Check that materials/plans/proctors are prepared
- Administer the survey

After the questionnaires have been completed:

- Review and complete the 2011 YFCY Shipping Form
- Package the questionnaires following the instructions on the Shipping Form
- Ship the questionnaires using the "return" box(es) by a traceable means
!! Box(es) must ARRIVE in Brooklyn Park, MN no later than June 15th 2012
- Receive email from HERI about availability of Administrative Report Form (ARF) (online)
- Complete Administrative Report Form (ARF) online

After the questionnaires have been processed

- Download your copy of your institutional report & data file in July, 2012