FULL-TIME UNDERGRADUATE TRANSFER STUDENT ENROLLMENT

FALL 2013

This form should be submitted electronically by downloading and completing the Microsoft Access version from the ORIS web site, http://www.highered.nysed.gov/oris/, and following the instructions for submitting the Access file with built-in edits by e-mail.

Or this form can be submitted using the Word document format by returning one completed copy to the State Education Department and retain a copy in your files in the event your institution needs to be contacted for clarification. The completed form should be e-mailed, mailed or faxed on or before January 15, 2014 to:

HEDS@mail.nysed.gov

Or,

New York State Education Department
Office of Research and Information Systems
Room 960 EBA
Albany, New York 12234
Fax: 518-474-1907

INSTRUCTIONS

Include all full-time, degree-credit undergraduate students who transferred into your institution for the Fall 2013 term from a degree-granting institution. Students should be reported on the appropriate lines according to the type of institution from which they transferred. Count each student only once, classified by the last institution attended. Transfer students from two-year institutions are to be further classified by whether or not they held a degree at the time of transfer. A list of current New York State degree-granting institutions by sector and level of instruction begins on page 6.

Report students entering your institution at the lower division level in column 1 and those entering at the upper division level in column 2. For each line with data, sum columns 1 and 2 and enter the total in column 3.

Report students in the level in which they are entering, lower or upper division, regardless of the level of degree they may have received previously. For example, a student with a bachelor's degree pursuing a second degree in an associate degree program should be reported as lower division.

NURSING: Do not count students transferring to your institution from non-degree-granting nursing programs as transfers, even though they enter with advanced standing. These students should be considered first-time students unless they previously attended a degree-granting institution.
DEFINITIONS

1. **Undergraduate**
   
   a. **Lower Division**: Includes freshmen and sophomores in bachelor's degree programs, students in any associate degree programs and students in terminal occupational programs of one, two or three years that result in a certificate or diploma. For purposes of this report, lower division includes nonmatriculated undergraduates transferring credits comparable to a freshman or sophomore.

   b. **Upper Division**: Includes students who have completed the sophomore year and typically are enrolled in a four- or five-year bachelor's degree program. For purposes of this report, upper division includes nonmatriculated undergraduates transferring credits comparable to a junior or senior.

2. **Transfer**: A student who terminates enrollment (with or without a degree) in one degree-granting institution and subsequently enrolls in another, usually with advanced standing credits. Do not include as "transfer students" those students previously enrolled as nonmatriculated students in your institution, who have become matriculated students. Do not include students enrolled at off-campus locations of your institution in states other than New York.

3. **Full-time**: Students whose academic load-coursework or other required activity is at least 75% of the normal full-time load. For students on a semester calendar system, undergraduate students must carry at least 12 credit hours to be considered full-time. For students taking remedial coursework, include equated credits for remedial coursework when determining the full-time/part-time status.
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<tr>
<th>Degree Credit Colleges</th>
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