

Postsecondary Terms

Nebraska Department of Education Data, Research and Evaluation 301 Centennial Mall South, PO Box 94987 - Lincoln, NE 68509 -4987 (402) 471-3151 - FAX: (402) 471-2486

These directions were last updated: March 17, 2015

GENERAL INSTRUCTIONS

Open Date: September 1 Due Date: September 15 Audit Window Close Date: December 1

SCOPE

This report is designed to collect Postsecondary Terms that will be used when Postsecondary Institutions report Enrollment through the NSSRS. This report will need to be completed before uploading enrollment information through NSSRS. The Term will be representative of when the student was enrolled and will be used in Postsecondary Enrollment: Term (5) on the NSSRS Template. Each institution must report four term records through the Postsecondary Terms collection in the CDC.

SUBMISSION

Enter each "term" information required, then click on the "Save" button to save the data. There should be four records entered per academic year being reported. Once all four records have been reported, press the **SUBMIT** button to complete the submission. Once data has been reviewed by the institution's administrator, press the **APPROVE** button. This indicates you have completed and approved the submission.

Press the **View Summary Report** button and press the **Print Page** button to make a copy for your files.

DUE DATE

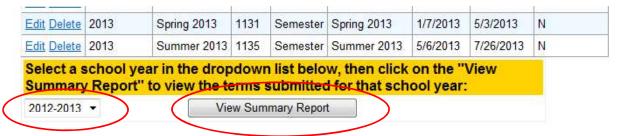
The open/due dates for the "Postsecondary Terms" will follow the schedule below:

Open: September 1 Due Date: September 15 Audit Window Close Date: December 1

REPORTING

You will enter the name of the term, the term (i.e., term number specific to your institution), the type of term; quarter, semester, trimester, the Description of the term and the Start Date and End Date of the term. You will also select the IPEDS Reporting Term Flag. Please note, there can only be one term where the IPEDS Reporting Term Flag will be "yes". The rest should be "no". Once you have finished entering information for the grade range, click the **Save Data** button.

Click on the **View Summary Report** button to see a summary of Postsecondary Terms entered for your institution. Previous year data is available for viewing by selecting another school year in the dropdown provided:



Click on the **Submit** button when you are finished entering information.

Once the Institution's Administrator has reviewed the data, click on the **Approve** button to submit the information to the Department.

PRINT/VIEW SUMMARY

To print the Summary page, click on the printer icon located on the toolbar of the Report you are viewing in the CDC. You can also print the save icon and can export the document to any of the following formats: xml file, csv, pdf, mhtml, excel, tiff or word.

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Collection Main Pg	Contact Us CDC M	Us CDC Main Pg Logout Instructions Reports			
NDE FORM #02-024					
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NEBRASKA DEPARTMENT OF EDUCATION CONSOLIDATED DATA COLLECTION POSTSECONDARY TERMS UNIVERSITY OF NEBRASKA AT KEARNEY FOR THE 2011 ACADEMIC YEAR					
TERM \$ NAME \$	TYPE ‡	DESCRIPTION \$	START ‡ DATE	END DATE 💲	IPEDS REPORTING TERM FLAG
1105 Summer 2	010 Semester	Summer 2010	5/17/2010	8/20/2010	N