



Postsecondary Terms

Nebraska Department of Education
Data, Research and Evaluation
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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:

Edit Delete	2013	Spring 2013	1131	Semester	Spring 2013	1/7/2013	5/3/2013	N
Edit Delete	2013	Summer 2013	1135	Semester	Summer 2013	5/6/2013	7/26/2013	N

Select a school year in the dropdown list below, then click on the "View Summary Report" to view the terms submitted for that school year:

2012-2013

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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NDE FORM #02-024

POSTSECONDARY TERMS 2011 ACADEMIC YEAR

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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 2010	Semester	Summer 2010	5/17/2010	8/20/2010	N