Enrollment Monitoring Report Instructions

This document provides information to assist with your submission of the enrollment monitoring report. It includes an overview, data element definitions and guidance, an FAQ, and a table of all reporting elements. Changes from last year are highlighted in yellow.

Overview

The weekly enrollment monitoring report includes admissions and enrollment information for first-time freshman, other new undergraduates, dual enrollment, continuing students as well as housing data at the undergraduate level for the fall 2025 semester. Reported data should not include applications received and processed during this collection period for other matriculation terms (e.g., Summer 2025). The report contains five mutually exclusive sections:

1. **First-time Freshmen**
2. **New Undergraduate Transfer and Other New Undergraduates**
3. **New Dual Enrollment**
4. **All Continuing Undergraduate Students**
5. **Housing**

In addition, institutions can include brief notes in the "Comments" column providing context on trends if they feel additional analysis is necessary. For example, institutions can provide a note regarding the breakdown of housing numbers by campus, or that dual enrollment applications have yet to be processed. In general, comments are not required. However, please note that comments of MUST be provided to explain when there are drops from week to week in enrollment, applicants, etc. Small changes are expected due to students changing from out-of-state to in-state or new freshman to transfer student, but comments are needed when declines occur due to institutional drops for non-payment, Satisfactory Academic Progress, non-attendance, etc.

It is likely that certain fields will contain zeros in the early collection cycles. Such scenario is possible for the "Enrolled" fields until registration begins for fall term.

Please consult the Data Definitions and Guidance in the pages below for more detailed information on what each element is attempting to measure.

The Collection Cycle Date is the date as of which information should be reported through. For instance, the first weekly enrollment monitoring cycle requires information that is current as of and including Saturday, February 15, 2025.

Please submit the data by 5:00 PM on the Tuesday immediately following the collection cycle date. For instance, the first collection cycle date is Saturday, February 15, 2024. The enrollment monitoring report for this cycle is due Tuesday, February 18, 2025, at 5:00PM.

Data will be submitted via the Enrollment Monitoring web portal and a dashboard visualizing this year and last year's data can be accessed via Power BI. Access to the submission portal and dashboard are separate and are limited to institution personnel who have been granted access. At the beginning of the cycle this year, we are distributing a spreadsheet that provides who had access to each of these resources at the end of last year's cycle. The campus point of contact can let us know any people who need to be removed or added. After those initial changes, a ticket must be submitted to support@usg.edu by the campus point of contact with the subject line of Enrollment Monitoring to make further changes.

Further questions may be directed to Angela Bell, Vice Chancellor for Research and Policy Analysis, at (404) 962-3069 or angela.bell@usg.edu.

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Data Definitions and Guidance

The weekly enrollment data collection should capture undergraduate level data for the upcoming fall term. Comparative data for the same week last year is already populated in the data collection portal. <mark>You will no longer provide total applicants; the collection system will sum partial and completed applications.</mark>

Below are notes associated with each data element organized by section:

Section 1: First-time Freshmen

This section includes all new beginning freshmen for the upcoming fall term and **<u>does not</u>** include new undergraduate transfer students, other new undergraduates, new dual enrollment, or continuing students.

Information on whether applicants are from Georgia is required for beginning freshmen in the applications, acceptances, and enrolled fields. Total students for these categories will be automatically calculated. Please note that you do not need to provide numbers for whether an applicant has been verified as in-state; rather, please use the state of origin provided on the application as a proxy. <mark>If you change how you are populating this field this year, please let us know in your first submission.</mark>

Row 1: Partial Applications

Partial applications are those applications in which a prospective student is missing an item that is required to complete the submission. The institution cannot make an admissions decision until the submission is complete. Partial applications should be included in the "Partial Applications" section, even if the institution categorizes the partial application as "cancelled" because the campus has reached capacity. A student with a missing admissions test score would only be considered to have a partial application if their high school GPA does not exempt them from requiring a test score.

Row 2: Completed Applications

Prospective students who have successfully submitted an application and are eligible to receive an admission decision letter have a completed application. An application can be considered complete even if certain compliance-related documentation has yet to be submitted (e.g., immunization records, lawful presence documentation, final high school transcript, etc.). It does not matter whether the institution has acted on the application or if it is still under review. There is no further action required of the prospective student in order to receive an initial admissions decision. Completed applications should be included in the "Completed Applications" section even if the institution categorizes the completed application as "cancelled" because the campus has reached capacity, or the student has communicated that they are no longer planning to attend after an admission decision was provided. Applications may be removed if the student cancels it *prior* to an admission decision.

The number of completed applications will always be greater than or equal to accepted applications.

Row 3: Accepted

Accepted applications are those applications that have been reviewed by the institution and approved for future enrollment. Conditional acceptances are considered accepted applications for the purposes of this data collection even though future, additional pre-enrollment action (e.g., immunization records, final high school transcript, etc.) will be required of the student prior to start of fall term and registration.

Row 4: Enrolled

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Enrolled students are those new students who are registered in Banner for the upcoming fall term. Please note that this field may be zero until institutions move into early registration for fall term.

Row 5: Financial Aid Awarded

The financial aid awarded row records the number of enrolled students who have been awarded grants, loans, scholarships, or work study, even if funds have not been disbursed yet. This row should count those students whose financial aid is showing as pending on their account and the only remaining action is for the financial aid office to actually drawdown the funds. Please note that this field value may be low until the collection cycle is close to the start of fall term.

Row 6: Paid in Full or Balance < Institutional Threshold

The paid in full, or balance less than institutional threshold, row should count those students who have all of their balance paid, or a balance under the institution threshold to remain registered (e.g., balance under $200). **In the first week's submission, please note in the comment section what that threshold amount is for your institution.**

Third-party guarantors count toward being paid. Please note that this field value may be low until close to the start of fall term.

Section 2: New Undergraduate Transfers and Other New Undergraduates

This section should include all new undergraduate transfer students and other new undergraduates (e.g., new transient undergraduate students) for the upcoming fall term and **does not** include beginning freshmen, new dual enrollment, or continuing students. These numbers **should** include students enrolling in your institution via the Atlanta Regional Council for Education cross registration program.

Row 1: Partial Applications

Partial applications are those applications in which a prospective student is missing an item that is required to complete the submission. The institution cannot make an admissions decision until the submission is complete. Partial applications should be included in the "Partial Applications" section, even if the institution categorizes the partial application as "cancelled" because the campus has reached capacity. A student with a missing admissions test score would only be considered to have a partial application if their high school GPA does not exempt them from requiring a test score.

Row 2: Completed Applications

Prospective students who have successfully submitted an application and are eligible to receive an admission decision letter have a completed application. An application can be considered complete even if certain compliance-related documentation has yet to be submitted (e.g., immunization records, lawful presence documentation, final high school transcript, etc.). It does not matter whether the institution has acted on the application or if it is still under review. There is no further action required of the prospective student in order to receive an initial admissions decision. Completed applications should be included in the "Completed Applications" section even if the institution categorizes the completed application as "cancelled" because the campus has reached capacity, or the student has communicated that they are no longer planning to attend after admission decision was provided. Applications may be removed if the student cancels it *prior* to an admission decision.

The number of completed applications will always be greater than or equal to accepted applications.

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Row 3: Accepted

Accepted applications are those applications that have been reviewed by the institution and approved for future enrollment. Conditional acceptances are considered accepted applications for the purposes of this data collection even though future, additional pre-enrollment action (e.g., immunization records, final high school transcript, etc.) will be required of the student prior to start of fall term and registration.

Row 4: Enrolled

Enrolled students are those new students who are registered in Banner for the upcoming fall term. Please note that this field may be zero until institutions move into early registration for fall term.

Row 5: Financial Aid Awarded

The financial aid awarded row records the number of enrolled students who have been awarded grants, loans, scholarships, or work study, even if funds have not been disbursed yet. This row should count those students whose financial aid is showing as pending on their account and the only remaining action is for the financial aid office to actually drawdown the funds. Please note that this field value may be low until the collection cycle is close to the start of fall term.

Row 6: Paid in Full or Balance < Institutional Threshold

The paid in full, or balance less than institutional threshold, row should count those students who have all of their balance paid, or a balance under the institution threshold to remain registered (e.g., balance under $200). **In the first week's submission, please note in the comment section what that threshold amount is for your institution.**

Third-party guarantors count toward being paid. Please note that this field value may be low until close to the start of fall term.

Section 3: New Dual Enrollment

This section does not include continuing dual enrollment students.

Row 1: Applicants

Total number of completed dual enrollment applications received by the institution for the upcoming fall term.

Row 2: Accepted

Accepted dual enrollment applications for the upcoming fall term.

Row 3: Enrolled

Number of **new** dual enrollment students enrolled for the upcoming fall term. This does not include continuing dual enrollment students. Enrolled students are those new students who are registered in Banner. Please note that this field may be zero until institutions move into early registration for fall term.

Section 4: All Continuing Undergraduate Students

This section should include all current, continuing undergraduate students and includes students applying for readmission. This section **does not** include beginning freshmen, new undergraduate transfer students, other new undergraduate students, or new dual enrollment students.

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Row 1: Enrolled

Number of continuing students enrolled for the upcoming fall term. Enrolled students are those who are registered in Banner, or those who would otherwise be registered in Banner but have been halted from registering due to outstanding auxiliary payments (e.g., library fines, parking tickets, etc.). Please note that this field may be zero until institutions move into early registration for fall term.

Row 2: Financial Aid Awarded

The financial aid awarded row records the number of enrolled students who have been awarded grants, loans, scholarships, or work study, even if funds have not been disbursed yet. This row should count those students whose financial aid is showing as pending on their account and the only remaining action is for the financial aid office to actually drawdown the funds. Please note that this field value may be low until the collection cycle is close to the start of fall term.

Row 3: Paid in Full or Balance < Institutional Threshold

The paid in full, or balance less than institutional threshold, row should count those students who have all of their balance paid, or a balance under the institution threshold to remain registered (e.g., balance under $200). **In the first week's submission, please note in the comment section what that threshold amount is for your institution.**

In general, we are interested in tuition and fees balances. However, if your institution also uses certain auxiliary fines or balances to determine if a student is held on the roll or dropped for nonpayment, include those in calculating the number of paid students. Please be sure to also note in the comment section which auxiliary fees (e.g., library fines, parking tickets) are included in the balance amount.

Third-party guarantors count toward being paid. Please note that this field value may be low until close to the start of fall term.

Section 5: Housing

Row 1: Total Number of Institutional Beds

The total number of institutional beds (e.g., residence halls, family housing, etc.) available for the upcoming fall term.

Row 2: Number of Institutional Beds with Housing Deposit/Occupied

The number of institutional beds that are considered occupied for the upcoming fall term as determined by a deposit being made and/or completion of a housing form depending on student level. The "Housing Deposit" piece is intended to capture those incoming and/or current students who currently are not in housing but have made a deposit for the upcoming fall term. The "Occupied" portion is meant to capture the fact that students currently in housing may have completed whatever form is needed to continue in housing for the upcoming fall term but are not required to make a deposit if they are a continuing student.

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FAQ

1. Because this submission is restricted to undergraduate students, should institutions count transient, post-baccalaureate, auditing, and non-degree students?

Yes, please include all students with the following Banner student level codes:

10 – Freshman
11 – Dual Enrollment
20 – Sophomore
30 – Junior
40 – Senior
50 – Unclassified Undergraduate, Transient
51 – Unclassified Undergraduate, Other
52 – Auditor
53 – Post-Baccalaureate Non-Degree Seeking
56 – Post-Baccalaureate Undergraduate Degree Seeking

Please note that different undergraduate student levels will be captured in different sections (e.g., Undergraduate vs. Dual Enrollment).

2. What should institutions do if a prospective student withdraws their application?

Please remove students, who withdraw their application prior to a decision being made on their application, from the applicant count for any category in which they were previously counted. **However, this is not intended to cover a student who has applied and was accepted to your institution and then after learning of an acceptance at another institution informs you that he or she will not be attending your institution.**

3. My institution factors auxiliary fees into a returning student's unpaid balance, which determines whether he/she should be dropped because of nonpayment. Should I include those auxiliary fees into the unpaid balances when calculating the number of paid returning students?

Yes, use whatever criteria are in place at your institution to determine if a student is held on the roll or dropped for nonpayment. Please be sure to note in the comment section which auxiliary fees are included in the balance amount.

4. If an applicant successfully completes their application and is accepted for future enrollment, do institutions continue counting this applicant under the "Completed Applications" row?

Yes, continue to count these applicants in both the "Completed Applications" and "Accepted" rows. The new student's application was both completed and accepted for admission. The number of completed applications will always be greater than or equal to the number of accepted applications.

For additional consultation, please contact Angie Bell, Vice Chancellor of Research and Policy Analysis, at (404) 962-3069 or angela.bell@usg.edu.

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Enrollment Monitoring Elements for Fall 2025				
Applicant/Student Type	**Fall 2025 Students from Georgia**	**Fall 2025 Students not from Georgia**	**Fall 2025 Total Students**	**Comments**
Section 1: First-time Freshmen				
Applicants (Total)	Calculated Field	Calculated Field	Calculated Field	
- Partial Applications			Calculated Field	
- Completed Applications			Calculated Field	
Accepted			Calculated Field	
Enrolled			Calculated Field	
Financial Aid Awarded	NR	NR		
Paid in Full or Balance < Institutional Threshold	NR	NR		
Section 2: New Undergraduate Transfers and Other New Undergraduates				
Applicants (Total)	NR	NR	Calculated Field	
- Partial Applications	NR	NR		
- Completed Applications	NR	NR		
Accepted	NR	NR		
Enrolled	NR	NR		
Financial Aid Awarded	NR	NR		
Paid in Full or Balance < Institutional Threshold	NR	NR		
Section 3: New Dual Enrollment				
Applicants	NR	NR		
Accepted	NR	NR		
Enrolled	NR	NR		
Section 4: All Continuing Undergraduate Students				
Enrolled	NR	NR		
Financial Aid Awarded	NR	NR		
Paid in Full or Balance < Institutional Threshold	NR	NR		
Section 5: Housing				
Total Number of Institutional Beds	NR	NR		
Number of Institutional Beds with Housing Deposit/Occupied	NR	NR		

Note:

  NR = Not Required

  State of origin information is only required for beginning freshmen: applications, acceptances, and enrolled.