

For ABOR Policy 2-103 “Enrollment”

- A. 45th Day Reporting Procedure
1. Enrollment counts are made for both the fall and spring semesters at the close of business on the 45th calendar day following the first day of classes reported in the universities’ biennial catalogs.
 2. The universities will file official, unaudited enrollment data with the Arizona Board of Regents by the close of business on the 52nd day following the first day of classes.
 3. Headcount (HC) and fulltime Equivalent (FTE) student enrollments reported by statutory budget unit as of the 45th day will reflect all students in courses at the lower division, upper division and graduate levels for credit or audit. Reported HC and FTE also will reflect student withdrawals, adds and drops, late registrants, and class cancellations.
- B. Managing Enrollment History/Audit
1. Each university shall design and install a system of internal control to provide adequate audit trails and produce reliable information for enrollment reports. Each university president will designate an officer responsible for developing the system of internal controls and the enrollment report.
 2. A frozen file reflecting all registration transactions through the 45th day will be the basis for the HC and FTE computations. The frozen 45th day enrollment file does not preclude adjustments during the 46th to the 52nd day, such as resubmitting rejected transactions, correcting errors, or submitting retroactive transactions.
- C. Determination of Student Level
1. Undergraduate student count includes degree-seeking and unclassified/non-degree matriculated students who have not completed a four or five year baccalaureate program, and students seeking another baccalaureate degree.
 2. Graduate Student count includes matriculated degree and non-degree status students holding a baccalaureate degree and admitted to the Graduate College.

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D. Course Level

Course level will determine undergraduate lower division, undergraduate upper division, or graduate student level.

- (1) Lower Division = courses numbered 100-299
- (2) Upper Division = courses numbered 300-499
- (3) Graduate level = courses numbered 500 and above.

a. Enrollment per level

- (1) Lower Division credit hours: divide total lower division student credit hours by 15.
- (2) Upper Division credit hours: divide total upper division student credit hours by 12
- (3) Graduate Level credit hours: divide total graduate credit hours by 10
- (4) Medicine headcount enrollments shall equal FTE
- (5) For courses jointly convened at the 400- and 500- levels, students registered for 500-level courses count as graduate level credit, and those registered for 400-level courses count as Upper Division level credit.

E. Inclusion in Headcount and Fulltime Equivalent Enrollments

The following will be included in the computation of HC and FTE enrollments for the Fall and Spring semesters unless the course or the student taking the course is in conflict with university policies or procedures.

1. Courses where the collection of registration and/or tuition revenues derived from registered students are included in state collections in the state operating budgets of each institution when received by the close of business on the 45th day.
2. Courses taken by students who have not paid tuition by the close of business on the 45th day when they are:

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- a. Veterans with tuition deferred by state statute.
 - b. Students whose tuition is only partially paid due to drop/add transactions.
 - c. Students whose tuition is not yet paid by governmental agencies or other organizations that have written commitments to pay such fees.
 - d. Students with approved federal or state assistance, guaranteed student loans, or university administered financial aid, but for whom the university has not yet received funds if adequate documentation is on file.
 - e. Students who are enrolled in a university approved tuition payment plan. These plans can be either administered in-house or contracted to a third party vendor, or both. The university or vendor may charge a reasonable administrative fee to pay for the advertising, billing, staffing and other costs of the plan(s).
3. Enrolled graduate students working on theses or dissertations who pay all applicable tuition.
 4. Enrollments in courses that begin after the 45th day providing all other applicable criteria above are met, including student registration and payment of tuition by the close of business on the 45th day.
 5. Enrollments in tri semester courses that most nearly coincide with the start of the first day of classes for the Fall or Spring semesters if all other applicable criteria above are met.
 6. Enrollments in all courses delivered by nontraditional methods, including educational television, closed circuit television and internet courses, among others, providing all other applicable criteria above are met.
 7. Interdisciplinary courses taught by a faculty member funded by the State Operating budget. For courses taught jointly by faculty from the University of Arizona Main Campus and the College of Medicine, an apportionment of HC and FTE will be made to the Main Campus based upon the number of faculty and the teaching efforts contributed.

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8. Enrolled students taking courses at the undergraduate or graduate levels for credit or audit.

F. Exclusion from Headcount and Fulltime Equivalent Enrollments

The following courses or classes will be excluded from HC and FTE computations:

1. Courses not offered for credit.
2. Courses where the collection of tuition is not included in the state operating budgets of each institution.
3. Cancelled classes.
4. Correspondence courses.
5. College of Medicine courses where HC and FTE are reported separately.
6. Workshops
 - a. That do not meet the minimum definition of Unit of Credit, adopted by the Arizona Board of Regents, or
 - b. That end prior to the first day of classes for the Fall and Spring semesters.
7. Courses taught under contract, unless
 - a. Contract funds for course instruction, less the portion applicable to official local fund allocations, are deposited in state collections. Contract funds for course instruction shall include funds for (a) tuition, and (b) instructor remuneration and fringe benefits; and
 - b. The per student contract funds deposited in state collections equal or exceed tuition otherwise collected.
8. Enrollments in duplicate courses not in accordance with university policies.

G. Retroactive Enrollment Transactions

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Retroactive enrollment transactions shall be furnished to the officer responsible for the enrollment report. Any material retroactive transaction not furnished in time for inclusion in the enrollment report shall be identified as an adjustment by university staff. The following list of retroactive transactions is not all inclusive, but is a guide for the types of transactions reported to the officer responsible for the enrollment report.

1. Retroactive student withdrawals, where a student withdrawal is not recorded until after the 45th day but, for administrative purposes, is effective on or before the 45th day.
2. Retroactive cancelled classes, where classes are not formally cancelled until after the 45th day.
3. Offset to cancelled classes, a class in which a student has enrolled subsequent to the 45th day as a substitute for a cancelled class.
4. Student reinstatements, applies to students who did not receive administrative approval to enroll in specific courses by the close of business on the 45th day, but subsequently received the required administrative approval.
5. Offset to student withdrawals, applies to withdrawals from a class or classes recorded on/or before the 45th day but subsequently, for administrative purposes, the student was permitted to re-enroll.
6. Reinstated cancelled classes, classes cancelled prior to the 45th day and excluded from the HC and FTE computations; however, for administrative purposes, the cancelled classes were reopened.