



## Pima County Community College District Administrative Procedure

<i>AP Title:</i>	<b>Reporting of Full-Time Student Equivalents (FTSE) to the State</b>
<i>AP Number:</i>	AP 1.20.01
<i>Adoption Date:</i>	10/17/00
<i>Schedule for Review &amp; Update:</i>	Every three years
<i>Review Date(s):</i>	4/19/21, 6/12/24
<i>Revision Date(s):</i>	6/12/24
<i>Sponsoring Unit/Department:</i>	Strategy, Analytics and Research
<i>Policy Title(s) &amp; No(s):</i>	Data and Information Sharing, BP 1.20
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	

Ensuring accurate and timely reporting by Pima Community College (“College”) of student enrollment to the State of Arizona (“Full-Time Student Equivalents” or “FTSE”) and for use in internal decision-making is the joint responsibility of the College’s Registrar and Vice Chancellor for Strategy, Analytics and Research.

### **SECTION 1: Required Activities**

#### **A. Accurate Student Registration and Student Enrollment Certification**

1. **Each Academic Division** will —
  - Ensure that the master schedule for the division is accurate, complete and maintained according to the required College procedures and timelines, and
  - Ensure that faculty return class lists and grade rosters accurately and within the required College timelines

2. **The Office of the Registrar** will —
  - Ensure that students are accurately admitted and registered within the required College procedures and timelines
  - Prepare, collect, and maintain official class lists and grade rosters which certify student enrollment
3. **The Office of Dual Enrollment** will supply to the Arizona State Auditor the yearly list of Dual Enrollment students with their grades (9th, 10th, 11th, 12th) at least one month before the FTSE report.
4. **The Department of Adult Education** will provide to the Arizona State Auditor the list of their students and their contact hours at least one month before the FTSE report is due.
5. **The Office of Workforce Development and Lifelong Learning** will provide to the Arizona State Auditor the list of their students and their contact hours at least one month before the FTSE report is due.

**B. Complete and Accurate Student Electronic Records**

1. **The Office of the Registrar** will ensure that complete and accurate student enrollment data are entered into the College's electronic data system.
2. **The Office of the Registrar**, with assistance from the Strategy, Analytics and Research and the Office of Information Technology, will ensure that student enrollment records are maintained in such a way as to permit compliance with State statutes and regulations on FTSE reporting.
3. **The Office of Information Technology** will provide technical support for the maintenance of the electronic student enrollment information by ensuring the technical efficiency, integrity, and security of the College's student information system.

**C. Appropriate Interpretation of State Statutes and Regulations on Reporting of Student Enrollment**

1. **The Office of Strategy, Analytics and Research and the Office of the Registrar** will jointly interpret State statutes and regulations on FTSE reporting to the State of Arizona to ensure adherence to both in the College's enrollment accounting.

2. The Office of the Registrar shall act as the College liaison to the Auditor General during the annual enrollment audit.

**D. Accurate, Complete, and Timely Retrieval of Student Enrollment Information from the Student Information System**

1. As jointly specified by the Offices of the Registrar and Strategy, Analytics and Research **the Office of Information Technology** will maintain dynamic and static views (data extracts) necessary to retrieve student enrollment information from the student information system to support internal and external reporting requirements and decision-making.
2. **The Office of Strategy, Analytics and Research** will examine the student enrollment information for accuracy and completeness.
3. Where necessary, and with the assistance of the Office of Strategy, Analytics and Research and the Office of Information Technology, **the Office of the Registrar** will take steps to correct errors or omissions in the student enrollment information.
4. **The Office of the Registrar** will ensure that all enrollment is accounted for and that any anomalies and discrepancies are known and, if possible, resolved prior to submission to the State. The Office of the Registrar will prepare and maintain procedures related to the reconciliation of student enrollment data.

**E. Timely Transmission of Accurate Student Enrollment Data to the State of Arizona**

**The Office of the Registrar** will certify and sign the final FTSE data to be submitted to the State of Arizona.