



How Are Enrolment Statistics Calculated?

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Part 1 Calculation Standards

Research-intensive public universities in British Columbia follow guidelines from The Research Universities' Council of British Columbia (RUCBC) to report the same statistics using the same dates, definitions, and calculations as those given below.

Each year, UNBC enrolment data and statistics are audited by an independent agency. After they have been approved by the auditor, the official statistics are submitted to RUCBC and the BC Ministry of Advanced Education (BC MAVED).

1.1 Who gets calculated?

Enrolment statistics are based on students who were registered in at least one UNBC credit course on an official enrolment date.

1.2 What do we calculate?

We calculate Fall headcount (hc), annualized Full-Time Equivalent (FTE), and annualized Equivalent Enrolments Taught (EET).

1.3 Where do we calculate?

Data is obtained from UNBC's student information system in Banner (SunGard Higher Education).

1.4 When do we calculate?

For official reporting, and for reliable comparisons between semesters and years, enrolment statistics come from snapshots of student data taken on the official enrolment date for each semester.

- Summer semester official enrolment date is September 1
- Fall semester official enrolment date is November 1
- Winter semester official enrolment date is March 1

1.5 Why do we calculate?

Much of UNBC's funding from the provincial government is based on our annualized FTE enrolment. Enrolment statistics also guide senior administrators' decision making.

1.6 How do we calculate?

Calculations depend on the student's primary major and credential, course levels, types of courses, normal enrolment year, and normal full credit loads.

Part 2 Time Frame

Enrolment may be reported in the following time frames:

Semester = Fall semester or Winter semester or Summer semester

Academic year = from September 1 to August 31
(Fall semester + Winter semester + Summer semester)

Calendar year = from January 1 to December 31
(Winter semester + Summer semester + Fall semester)

Fiscal year = from May 1 to April 30
(Summer semester + Fall semester + Winter semester)

Part 3 Headcount Enrolment (hc)

Headcount enrolment looks at enrolment from the student point-of-view.

- Semester headcount is the number of individual students (or the number of “bums in seats”) registered in at least one UNBC credit course for a specified semester on the official enrolment date
- Students may be enrolled full-time or part-time
- Undergraduate semester headcount is the number of students who were registered in an undergraduate major
- Graduate semester headcount is the number of students who were registered in a graduate major

Example:

Fall headcount – gender		
<u>gender</u>	<u>Fall 2009</u>	<u>Fall 2010</u>
Female	2,263	2,212
Male	1,412	1,410
total	3,675	3,622

Part 4 Annualized FTE Enrolment (FTE)

Annualized Full-Time Equivalent (FTE) converts enrolment to the number of students carrying a normal full credit load for an entire year. FTE is a statistic that looks at enrolment from the student point-of-view.

4.1 Undergraduate annualized FTE UG ann FTE

This is calculated for students who were registered in an undergraduate major and in at least one credit course on an official enrolment date.

- Undergraduate students' normal enrolment year is 2 semesters of attendance
- Calculations are based on 30 credits per year as a normal full credit load
- The formula for undergraduate annualized FTE enrolment is:

$$\text{number of credits enrolled in for the year} / 30 \text{ credits} = \text{xxx.xx ann FTE}$$

Example: an undergraduate student was enrolled in 2 credits in Summer semester, and 11 credit hours in Fall semester, and 10 credit hours in Winter semester. This student would generate:

$$23 \text{ credits} / 30 \text{ credits} = 0.77 \text{ ann FTE}$$

4.2 Graduate annualized FTE GR ann FTE

This is calculated for students who were registered in a graduate major and in at least one credit course on an official enrolment date.

- Graduate students' normal enrolment year is 3 semesters of attendance
- Each graduate student generates a maximum of 1.00 ann FTE per year
- All Doctoral students are assigned 0.33 ann FTE for each semester they were enrolled
- FTE calculations for other graduate students are based on the number of credits and the type of courses in which they were enrolled
 - They are assigned 0.33 ann FTE for each semester they were enrolled in 6 or more credits, or in a thesis, or project, or comprehensive exam course
 - Those enrolled in less than 6 credits for a semester (and not in a thesis, or project, or comprehensive exam course) are assigned 0.11 ann FTE for that semester

Example: a graduate student was enrolled in 5 credits (2 lecture courses) in Fall semester, and a 9 credit thesis course in Winter semester, and 0 credits in Summer semester. This student would generate:

$$0.11 \text{ ann FTE} + 0.33 \text{ ann FTE} = 0.44 \text{ ann FTE}$$

4.3 Undergraduate international tuition FTE

Starting in 2005-06, UNBC is required to exclude undergraduate international tuition FTE from reports to RUCBC and BC MAVED. These were FTE generated by students registered in an undergraduate major, in at least one credit course on an official enrolment date, as an international student, and charged an undergraduate international tuition rate. FTE enrolment reports indicate whether undergraduate international tuition FTE were included or were excluded.

4.4 Continuing Studies

Starting in 2007-08, UNBC offered Continuing Studies undergraduate credit courses. Annualized FTE enrolment calculations for students enrolled in undergraduate Continuing Studies courses follow the formula stated in 4.1 above.

Part 5 Annualized EET Enrolment (EET)

Annualized Equivalent Enrolments Taught (EET) are calculated for each UNBC academic credit course for an entire year. EET is a statistic that looks at enrolment from the teaching or instructor point-of-view.

- International Exchange courses, Continuing Studies courses, Co-operative Education courses, Northern Medical Program courses, and courses with 0 credits are excluded
- Calculations are based on the level of the course, the number of credits for the course, and the number of students registered in the course on an official enrolment date

5.1 Undergraduate annualized EET UG ann EET

This is calculated for courses with a course number less than 600, e.g. BIOL 101, HIST 505.

- Undergraduate EET calculations are based on a normal full credit load of 30 credits per year
- The formula for undergraduate annualized EET is:
$$\text{course credits} \times \text{number of students enrolled} / 30 \text{ credits} = \text{xxx.xx ann EET}$$

Examples: BIOL 101 [4 credit course] with 22 enrolled / 30 credits = 2.93 ann EET
HIST 505 [6 credit course] with 3 enrolled / 30 credits = 0.60 ann EET

5.2 Graduate annualized EET GR ann EET

This is calculated for courses with a course number of 600 or greater, e.g. COMM 603, PSYC 890.

- Graduate EET calculations are based on a normal full credit load of 18 credits per year excluding thesis, project or comprehensive exam courses
- Thesis, project, and comprehensive exam courses receive 0.33 annualized EET for every student enrolled; credit hours of these courses are not used in the calculation

Examples: COMM 603 [3 credit lecture course] with 7 enrolled / 18 credits = 1.17 ann EET
PSYC 890 [12 credit thesis course] with 2 enrolled $\rightarrow 0.33 \times 2 = 0.66$ ann EET

Visit <http://www.unbc.ca/institutionalresearch/reports/enrolment.html> for enrolment reports – Fall hc, FTE, and EET.