

SOUTH DAKOTA BOARD OF REGENTS

Policy Manual

SUBJECT: Enrollment Reporting

NUMBER: 2:24

1. All enrollment extracts shall provide enrollment information as of the first 10% of class days (term or section census date) plus active registrations if the section has not reached the first 10% of class days when the extract was taken.
2. Enrollment extracts shall be taken at the following times:
 - A. In the Fall Term:
 1. CENSUS EXTRACT: Two weeks after official census date.
 2. MID TERM EXTRACT: One to two days after the mid-term date.
 3. END OF TERM EXTRACT: In the middle of the final exam week.
 - B. In the Spring Term:
 1. CENSUS EXTRACT: Two weeks after official census date.
 2. END OF TERM EXTRACT: In the middle of the final exam week.
 - C. In the Summer Term:
 1. END OF TERM EXTRACT: Prior to first Home Location run for billing for Fall. (Historically July 31st.)
 2. END OF TERM TO END OF SUMMER REGISTRATION EXTRACT*: Official last day of summer term.
*Note: This extract only captures additional registrations for that period of summer term not included in the first Summer Term End of Term Extract.
3. All extracts shall include information for both state-support and self-support students.
4. Only students who have paid tuition and fees or made an arrangement to pay as defined in Policy 5:5 shall be included in any extract.

5. Enrollment reports should indicate which extract was used to generate the data.
6. Verification of enrollment extract data
 - A. It is the universities' responsibility to verify the enrollment extract data BEFORE the data extract is copied (or frozen).
7. Collection and initial release of official enrollment totals or enrollment estimates for all semesters shall be the responsibility of the Board of Regents office. Prior to the initial release of enrollment data, all inquiries regarding enrollment totals or estimates shall be directed to the Board office.

SOURCE: BOR, August 1993; BOR, January 1997; BOR, March 2006; BOR, June 2006.