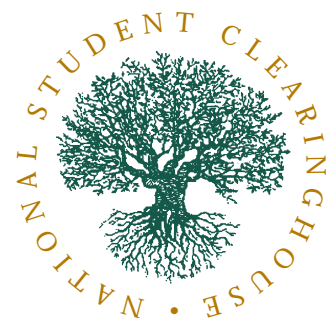


THE CLEARINGHOUSE RECORD



SPRING 2003

www.studentclearinghouse.org

703.742.7791

Inside:

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Changing the Record

We hope you like our newsletter's new look, designed to better help you enjoy our articles and updates. As part of our redesign, we are incorporating academic articles, including examples of how schools are using Clearinghouse services.

How to Write for *The Record*

If you or a colleague is interested in submitting an article for publication in *The Record*, contact Kathleen Dugan at 703-742-4208 or dugan@studentclearinghouse.org

Closing the Student Information Gap

How Brigham Young Used EnrollmentSearch to Enhance Its Graduate Research Report

One of the questions frequently asked by collegiate administrators is: "Where did our students go after they left our institution?" Unfortunately, the answer has never been easy to find, until EnrollmentSearch. EnrollmentSearch enables researchers to query the Clearinghouse's database, which contains enrollment and degree records for 13 million current students and 40 million recently enrolled students.

Brigham Young University, working on a graduation research report, recently turned to EnrollmentSearch as an alternative source for the enrollment and graduation data it sought. Previously, BYU's Office of Institutional Assessment and Analysis had mailed out as many as 30,000 surveys over a period of several years to collect data for similar studies, but found the information was often incomplete and the samples they collected were often very small.



For its study, BYU decided to examine three cohort groups:

- **Entering Freshmen:** Freshmen who began at BYU during the 1992-1996 summer terms or fall semesters
- **Admitted, But Did Not Enroll:** Applicants who were denied or declined admission for the 1992-1996 fall semesters
- **Visiting Students:** Students from other institutions who participated in BYU's visiting student program during the 2000-2002 spring and summer terms

For the "Entering Freshmen" cohort, BYU sent the Clearinghouse 30,852 records. The Clearinghouse used this information to search its database and was able to account for 29,988 records, or 97.1% of the cohort. With the addition of Clearinghouse data, BYU determined that, on average, 73% of the

entering freshmen graduated from BYU and 4% transferred and graduated from another institution. In addition to undergraduate completion rates, Clearinghouse data was useful in discovering that 9% of the 1992 freshmen cohort had also completed a graduate degree. For each record where the student had enrolled after his or her BYU experience, BYU received the name(s) of the transfer institution, the student's enrollment status, applicable attendance term start date and, if available, graduation achievement.

"For us, using EnrollmentSearch is a way to augment data we've been continuously looking at as well as obtain previously unobtainable data, which can help us gain more complete insights into varying issues," said Danny Olsen, director of Institutional Assessment and Analysis. "Initially, we investigated Clearinghouse data pertinent to visiting students and concurrent enrollments, as well as entering freshmen.

Our recent study included data specific to students' college experiences beyond BYU, including where, when and whether or not they completed a degree(s)." BYU also praised the Clearinghouse's response time, which never exceeded 48 hours.

Among the university's findings:

- Half of the applicants who declined BYU's offer of admission attended another institution within Utah
- The number of declined applicants who chose not to attend college anywhere decreased threefold between 1992 and 1996
- More than half of the students who participated in BYU's visiting student program attended college elsewhere in Utah. The next largest groups attended colleges in California and Idaho, respectively.

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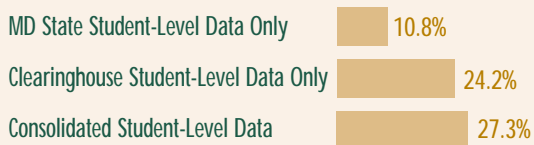
Services You Need. People You Trust.

“This data has allowed us to pursue additional research,” said Joseph Curtin, the research team’s assessment specialist, “For example, currently we are looking at cohorts of BYU bachelor degree recipients to determine how many have gone on to graduate school, what they are studying, and where they are studying.” The BYU research team anticipates using EnrollmentSearch for other research projects, such as studying the enrollment and graduation trends of NCAA athletes and married students as well as conducting gender studies.

To learn how your institution can benefit from EnrollmentSearch and/or DegreeVerify, call the Clearinghouse at **703-742-7791**.

Using EnrollmentSearch at a Two-Year Institution

Like BYU, Prince George’s Community College (PGCC), in Largo, Maryland, turned to EnrollmentSearch to track its transfer-out students. Using EnrollmentSearch, PGCC found that its transfer-out rate for the cohort it was studying, 1996 first-time freshmen, was nearly three times as large as when it used in-state data alone (see chart).



Below is a short excerpt from an excellent article on PGCC’s research study entitled, “Beyond Transfer Rate: Varieties of Transfer Behavior and Academic Outcomes,” by Karl Boughan, Director of Institutional Research at PGCC. You can read the full article at www.studentclearinghouse.org/articles/PGCC.htm.

“The Clearinghouse’s EnrollmentSearch program, with its comprehensive national database, enables participating community colleges to produce far more accurate (and flattering) transfer rate estimates for state and federal accountability reporting. For example, without EnrollmentSearch, Prince George’s Community College (PGCC) would be forced to rely on a restrictive state-supplied database that only tracks community college student movement to Maryland public four-year schools, and only when 12 or more credit hours were transferred from the sending college. That would have meant submitting a 1996 full-time, first-time fall entry cohort transfer rate of just 7.3% for a recent IPEDS collection, rather than the 11.3% we were able to report using EnrollmentSearch data.”

Planning Your Enrollment Transmission Schedule

The Clearinghouse recognizes the importance of offering institutions flexibility in determining their enrollment reporting schedules. However, it’s important to keep the following in mind as you plan your transmission schedule:

NSLDS Compliance

Your participation in federal financial aid programs requires you to report the status of all student borrowers, particularly those who have recently withdrawn from your institution. To ensure compliance with the National Student Loan Data System (NSLDS), we suggest you transmit enrollment files at least every 30 to 45 days (i.e., beginning-of-term, mid-term and end-of-term for institutions on the semester and quarter system).

Transmitting Your Schedule

Your transmission schedule can be submitted online via our secure Web site. We advise that you submit your schedule for your next academic year by July 1st. Institutions with special reporting situations, such as multiple concurrent terms with different beginning- and end-term dates, should contact the Clearinghouse for guidance on developing a reporting schedule.

You can submit your transmission schedule via the Clearinghouse’s secure Web site.

Once you have reported your transmission schedule, we will coordinate it with the Department of Education. The federal government adjusts its expectations for NSLDS inputs based on your schedule of Clearinghouse transmissions. If you need to change your transmission schedule, notify the Clearinghouse as soon as possible so we can, in turn, promptly notify the Department of Education.

Early Transmissions

Early transmissions are acceptable, as long as they are not earlier than 30 days before the term start date. For example, many institutions transmit files before the actual term start date to enable students to verify enrollment with lenders as soon as possible. Students may also require early verifications for health insurers, housing providers and other student services providers. We recommend you schedule your first transmission no later than two weeks into the term (usually at the end of your regular add/drop period).

Late Transmissions

Our vigilance with your reporting schedule is designed to keep your institution in compliance. If you are late transmitting a file (based on the transmission schedule on record with the Clearinghouse and Department of Education), we will email a reminder to your designated Clearinghouse contact that your NSLDS compliance may be in jeopardy. We will continue to email reminders until we receive the necessary file or a response. If your institution is having difficulty meeting a transmission deadline, contact us as soon as possible. We will work with you to develop a schedule that accommodates your office’s needs.

The timing and frequency of reporting varies from institution to institution and depends upon the institution’s academic calendar. Please contact service@studentclearinghouse.org with questions or for assistance in developing a reporting schedule tailored to your institution’s needs.

2002-2003 Clearinghouse Advisory Committee

David S. Yeh (Chairman), Registrar,
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Richard Backes, Sr. Associate Registrar,
Washington State University, Pullman, WA

Joseph DeCristoforo, AVP and Univ. Registrar,
University of Texas-San Antonio, TX

Suzanne Dmytrenko, Registrar,
San Francisco State University, CA

Robert Dunning, Registrar,
Sam Houston State University, Huntsville, TX

Peter Fong, Dean of Admission & Records,
Fullerton College, Fullerton, CA

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Jan Williamson, Registrar,
Indiana University Southeast, New Albany, IN

Richard L. Yount, Registrar,
University of North Carolina-Charlotte, NC

Jeff Tanner, (Ex Officio & Committee Liaison), VP,
National Student Clearinghouse, Herndon, VA

Clearinghouse Advisory Committee

The Clearinghouse depends on a special group of individuals, the Clearinghouse Advisory Committee, who offer us insight and guidance into how we can make our verification services more effective for our participating institutions.

Founded to improve verification outsourcing efficiency, the Clearinghouse convened its first meeting in 2000. Originally called the Registrar Advisory Board, the group has been renamed the Clearinghouse Advisory Committee to better reflect the range of Clearinghouse services and their applications across many administrative areas.

Today, the committee comprises 15 professionals from collegiate institutions around the country, who address such challenging issues as:

- How can the Clearinghouse better help the collegiate community?
- What outsourcing needs do institutions have, and how can the Clearinghouse provide assistance?
- What is the nature and volume of verification inquiries coming into college administrators' offices?
- What information is required by verification requestors? What data should the Clearinghouse provide in response?

The committee has been instrumental in establishing DegreeVerify data elements, creating processes, and developing system edits for incoming data. They also provide guidance on FERPA and privacy issues.

We'd like to thank the current committee members, whose names you see here, for their assistance throughout the past year. We look forward to welcoming our new members, including representatives from the financial aid community, this spring.

The committee welcomes your suggestions and input. You can contact them at tanner@studentclearinghouse.org.

DegreeVerify Glides Through Blizzard of 2003!

This winter proved to be a brutal one for most of the East Coast. Much of the Northeast was buried under record snowfalls, while the Southeast was pelted with dangerous ice storms. As a result, many colleges and universities were forced to close while they dug out from the unusually severe weather.

During the worst storms, however, DegreeVerify remained open for business. This meant that schools that outsource their degree verifications to the Clearinghouse continued to fulfill veri-

fication requests even though bad weather forced their offices to close.

Some of the institutions that DegreeVerify was hard at work for during this year's harsh February included large universities, like Temple (427 verifications) and Johns Hopkins (193 verifications), and smaller institutions, such as Lehigh University (105 verifications) and the College of New Jersey (80 verifications). All closed one or more days during the month, but DegreeVerify maintained its 24x7

schedule for its hundreds of participating schools. Meanwhile, when registrars at non-DegreeVerify institutions returned to work they faced a different kind of blizzard: jammed voice-mail boxes and stacks of faxes from anxious employers and other verifiers.

Fortunately, no matter the weather, it's easy to take advantage of our free DegreeVerify service. Contact **703-742-7791** or service@studentclearinghouse.org to learn how to join.

Helping Employers Combat Credentials Fraud

New Clearinghouse Partnership Makes It Easier for Employers to Verify Degrees

According to the Society for Human Resources Management (SHRM), half of all job candidates falsify at least some information on job applications. College degrees are among the top 10 items that employers try to verify. However, due to time and budget constraints, employers are often limited to just checking past employment records. The Clearinghouse recently teamed with TALX, a leading HR services provider, to make it easier for employers to check employment history and degree information at the same time.

TALX operates The Work Number® (www.theworknumber.com), the nation's largest online employment and income

verification service, which provides access to 60 million employee records from 1,000 US employers. The site is used by more than 35,000 organizations, including half the Fortune 100.

Half of all job candidates falsify information on job applications.

The DegreeVerify service is being integrated into The Work Number site later this year. This will provide users with an instant source for academic verifications, enabling them to access Clearinghouse information, which includes 91% of the nation's college enrollment and over a third of the degrees granted in the US.

"By making education verifications available through The Work Number," said Bill Canfield, president and CEO, TALX Corporation, "we further improve the efficiency and speed of verifications for our customers. More information is available at one Web site."

Dan Boehmer, president of the Clearinghouse, added "Extending DegreeVerify access to The Work Number's impressive list of Fortune 1000 clients will play a key role in helping to achieve the Clearinghouse's goal of reducing credentials fraud by increasing the visibility and reach of our services."

See You at the
2003 AIR Forum!

If you're planning to go to the 2003 AIR Forum in Tampa, Florida, on May 18-21, make plans to stop by the Clearinghouse booth. We can answer all your questions on how you can use EnrollmentSearch to improve your institutional research.

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