

**ADMISSIONS AND ACADEMIC PREPARATION FOR FIRST-TIME FRESHMEN
(IN-PROGRAM,) FALL 2009**

Institution Name	SEDCODE:
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THE INFORMATION PROVIDED ON THIS FORM SHOULD CONTAIN DATA FOR ONLY THE INSTITUTION LISTED ABOVE. If multi-campus institutions have questions concerning which branches to include, please contact State Education Department staff at heds@mail.nysed.gov or phone 518-474-5091.

- Institutions are expected to submit forms electronically using the Microsoft Access forms available from the ORIS web site at <http://www.highered.nysed.gov/oris/>. Most forms are available both as paper forms and as electronic forms (Microsoft Access) with built in edits. Electronic forms must first be downloaded in order to enter data and then returned by e-mail to heds@mail.nysed.gov. Three forms are only available in paper format (Word, PDF): Current College Catalog (CATALOG), Audited Financial Statement (F.AUDIT) and Coordinator's Survey (NYSED-SUR1).
- Return completed paper forms by:
 Mail: NYS Education Department
 Office of Research and Information Systems
 Room 966 Education Building Annex
 Albany, NY 12234
 Or Fax: 518-474-1907
- With the exception of the Bundy form (NYSED-2), do not make a duplicate paper submission of an electronic data submission. Independent institutions participating in the Bundy program must provide a paper copy printed from their electronic submission in order to affix the required notarized signature and seal.
- Retain a copy of the completed form in your files in case there's a need for clarification.
- If you anticipate a delay in returning this form, request an extension in writing by e-mail, fax or mail stating the reason for the delay and the anticipated submission date.
- If you have questions regarding completion of the form, please contact the Office of Research and Information Systems at:
 E-Mail: heds@mail.nysed.gov
 Fax: (518) 474-1907
 Phone: (518) 474-5091

IMPORTANT: FOR PAPER SUBMISSIONS PLEASE RETURN THIS COVER PAGE AND ALL PAGES EXCEPT INSTRUCTIONS EVEN IF THEY CONTAIN NO DATA.

DUE DATE: DECEMBER 1, 2009

Form Processing Information

Form:	NYSED-1 ADMISSIONS & ACADEMIC PREPARATION FOR FIRST-TIME FRESHMEN (In-Program)	
Institution:	SEDCODE:	Name:

Respondent Information (To better direct our questions about your data, please enter the name of the person who aggregated the majority of the data for this form for this campus.)

Title:	Name:		
Phone: ()	Ext.	Fax No.: ()	Ext.
			E-Mail Address:

TOTAL -- (Check box if all *applicable* branches are included), Otherwise List Branches Below

<input type="checkbox"/>	List Branches Included:	List <i>Applicable</i> Branches not included:

Time Required to Retrieve Information from Files and Complete the Submission of this Form

Hours spent by all staff (whole numbers)	
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Notes and Explanations Regarding Data Provided and/or Comments about This Form and Its Completion.

IMPORTANT: PLEASE RETURN ALL PAGES EXCEPT INSTRUCTIONS EVEN IF THEY CONTAIN NO DATA

DUE DATE: DECEMBER 1, 2009

**Admissions & Academic Preparation for First-time Freshmen (In-Program)
 Fall 2009**

Institution Name:										
Part 1: Admissions for Full-Time Study, First-Time Freshmen (In-Program)										
Racial/Ethnic Category	Line No.	Certificate or Diploma Programs			Associate Degree Programs			Baccalaureate Degree Programs		
		<i>Complete Applications Received</i> (1)	Applicants Accepted (2)	Applicants Enrolled (3)	<i>Complete Applications Received</i> (4)	Applicants Accepted (5)	Applicants Enrolled (6)	<i>Complete Applications Received</i> (7)	Applicants Accepted (8)	Applicants Enrolled (9)
TOTAL	1			a			b			c
Nonresident Alien	2									
Black, Non-Hispanic	3									
Amer. Indian or Alaskan Native	4									
Asian or Pacific Islander	5									
Hispanic	6									
White, Non-Hispanic	7									
Unknown	8									
NOTE: Sum of cells a+b+c in Part 1 should equal the sum of cells d+e+f in Part 2, and the sum of cells g+h+i in Part 2.										

**The University of the State of New York
THE STATE EDUCATION DEPARTMENT
Office of Research and Information Systems
Higher Education Data System**

NYSED-1 [09]

DUE DATE: DECEMBER 1, 2009

Institution Name:

**Part 2: Academic Preparation for All Incoming Full-Time, First-Time Freshmen
(Include only students reported in Part I.)**

Line No.	New York State Diploma (1)	Other U.S. Diploma (2)	Foreign. Secondary Credential (3)	High School Equivalent (4)	No Credential (5)	Unknown Credential (6)
High School Grade Point Average (100 or 4.0 Scales)						
95-100 (3.90-4.00)	1					
90-94.9 (3.50-3.89)	2					
85-89.9 (3.00-3.49)	3					
80-84.9 (2.50-2.99)	4					
75-79.9 (2.00-2.49)	5					
70-74.9 (1.50-1.99)	6					
65-69.9 (1.00-1.49)	7					
<65 (<1.00)	8					
GPA Unknown	10					
TOTAL	11	d	e	f	g	h
SAT/ACT Achievement Test Scores (Verbal + Math – exclude WRITING SECTION)						
If SATs unknown, use ACT Composite Score						
1300-1600 (29.6-36.0)	12					
1200-1299 (26.6-29.5)	13					
1100-1199 (24.6-26.5)	14					
1000-1099 (21.6-24.5)	15					
900-999 (18.6-21.5)	16					
800-899 (16.6-18.5)	17					
700-799 (14.6-16.5)	18					
<700 (<14.6)	19					
SAT & ACT Unknown	20					
TOTAL	21	i	j	k	l	m

Note: Total cells in corresponding columns should be equal: d=i, e=j, f=k, etc.

