## Administration in a Nutshell



See how the survey unfolds annually

		For more administration	n details, review <u>CCSSE Administration: Tips for Success</u> .
Fast Facts			
Registration opens May 1 and closes October 31		;	
Administration occurs the following spring			Registration and signed agreement form
		By October 31	submitted by the college
Survey administration preparations initiated  College receives personalized	November		Colleges that commit to join both CCSSE and SENSE in the same academic or calendar year receive 20% off the base price of both administrations.
technical assistance from Center college liaisons via e-mail, phone, and interactive orientation webinars.		Early in spring term	Random sample pulled
₫=			The Center research team pulls a random sample of survey eligible courses based on the college's enrollment size category.
Survey materials shipped to college  Years of pilot testing indicate that	Spring term		
the best way to obtain robust data at the community college level is through in-class paper-and- pencil survey administration.		Spring term	Survey administration conducted on campus
=			<ul> <li>Exact timing varies based on the college's academic calendar.</li> <li>Learn more about CCSSE's companion surveys: CCFSSE and SOSE</li> </ul>
Completed surveys returned to the Center	Second Wednesday in May	:	
Detailed instructions as well as prepaid return labels and return shipping boxes are included in the initial survey shipment to the college.		May-June	Returned surveys scanned and data
5			cleaned
Payment due to the Center	June1		
Pricing is based on fall IPEDS total headcount enrollment.  Invoices are issued on or around April 1; alternative billing		July 31	Results released
arrangements are available.			The college receives secure access to standard reports, data files, and custom reporting capabilities.