ONLINE Administration Timeline Overview

**FAST FACTS**
- Registration opens in December and closes April 30
- Administration occurs the following fall

- **Survey administration preparations initiated**
  College receives personalized technical assistance from college liaisons via e-mail, phone, and interactive orientation webinars.

- **Survey administration begins**
  Exact timing varies based on the college’s academic calendar.

- **Survey data cleaned**

- **Results released**
  The college receives secure access to standard reports, data files, and custom reporting capabilities.

- **One week after fall term starts**
  Colleges send access code list to SENSE liaison. Within one week of receipt, liaison will provide survey link
  Students will access the online survey using a college-specific survey link and an access code.

- **November to January**
  Survey data cleaned

- **Starting in the 4th week of fall term**
  Survey administration begins

- **May**
  Survey administration preparations initiated

- **By April 30**
  Registration and signed agreement form submitted by the college
  Colleges that participate in SENSE and CCSSE in the same calendar or academic year receive a 40% discount on the second survey administration.

- **On or around December 1**
  Payment due
  Pricing is based on fall IPEDS total headcount enrollment.
  Invoices are issued on or around October 1; alternative billing arrangements are available.

- **First week in November**
  Deadline for respondents to complete survey

- **February 1**
  Colleges send access code list to SENSE liaison. Within one week of receipt, liaison will provide survey link
  Students will access the online survey using a college-specific survey link and an access code.

- **March 1**
  Results released
  The college receives secure access to standard reports, data files, and custom reporting capabilities.

For more administration details, review Tips for a Successful Online Administration.