Guidelines for Using Nuventive to Generate Reports for Program Review:
How to Use Applicants and Accepts Data
Revised 23-13-2019

<u>Objectives</u>
1. Provide you the campus definitions of variables related to admissions data.
2. Explain how to use data related to these variables in the five-year program review narrative found in Nuventive.

<u>Definitions</u>

Applications: The total number of students who applied to a program in a designated period.

Accepted: The total number of students from the applicant pool who were accepted into the degree program in a designated period. This number may be smaller than the Applications number.

Registered: The total number of students from the accepted pool who actually registered at Broome.

Reg Accept Major: The total number of students from the accepted pool who actually registered in the major to which they applied. This number may be smaller than the number listed in the Accepted category.

Other Major: The number of Registered students who did not Register in the major to which they applied but who registered in a different major.

<u>Using the Data</u>

The data report is used to respond to *Section Three – Program Staffing and Enrollment Trends*, sub-section *Admission and Enrollment Trends*.

In the *Applicants versus Accepted Rates* field, discuss how were accepted versus applied to the program over the last five years. Are a high proportion of people who apply accepted?

In the *Applicant Conversion Rate*, calculate the conversion rate for the last five terms. Applicant conversation rate for a term is calculated:

of *Accepted* in a term/# Reg Accept Major = *Applicant Conversion Rate*

For example, if in Fall 2014 there were 155 applications and 136 were accepted and 53 accepted into the major registered, the program would have a 38.97% applicant conversion rate for the Fall 2014 reporting term.

Note: There is not presently data concerning demographics and admissions. These fields will not be able to be completed at this time, so leave them blank.