

The Enrollment Data Registry User Guide

Getting Started with the Enrollment Data Registry (EDR)

The Enrollment Management Forum is committed to helping you enhance your data & analytics capabilities. Employ our 5-step User Guide to navigate the Enrollment Data Registry, create graphics, and import data into Tableau. Use the “**Method Checkpoints**” to ensure your analysis is on-track.

1. Downloading the Data
2. Navigating the Archives
3. Defining a Peer Group
4. Creating Graphs in Excel
5. Exporting the Data to Tableau

1. Downloading the Data

The EDR can be downloaded from the Enrollment Management Forum’s Webpage:

<https://www.eab.com/research-and-insights/enrollment-management-forum/resources/enrollment-data-registry>

2. Navigating the EDR

Choose the spreadsheet with the data you would like to analyze.

IPEDS data are organized in alphabetical and chronological order in nine separate tables. EAB-derived variables are marked in **orange text**:

i. Admissions:

Applicants, admits, enrolled (total), enrolled (full time), **yield rate**, **acceptance rate**, and **draw rate**

ii. Academic Quality:

25th and 75th percentile scores for SAT Critical Reading and Math sections, **25th and 75th percentile scores for SAT Math/CR composite**, 25th and 75th percentile scores for ACT composite, **ACT composite median**

iii. First-time, Full-time Student Demographics:

Size of entering class, number and percentage of first-time and transfer students in entering class, gender and race/ethnicity enrollment, and **enrolled domestic non-white students**

iv. Students by Family Income

Enrollment across five income brackets

vi. Student Success:

Full time and part time retention rates, 4-year graduation rates, and 6-year graduation rates

vii. Tuition, Fees, and Financial Aid (full-time first-time undergraduates):

Percent of students paying in-state and out-of-state tuition, published in-state tuition and fees, published out-of-state tuition and fees, books and supplies, on-campus room and board, on-campus other expenses, total tuition and fees (minus allowances), percent receiving any financial aid, percent receiving institutional grant aid, average institutional grant aid per aid recipient, percent receiving federal/state/local/institutional grant aid, number receiving Pell grants, percent receiving Pell grants, total institutional grant aid received by FTFT undergraduates, total number FTFT undergraduates, institutional grant aid/capita

viii. Net-tuition Revenue/Capita, Net Price, and Discount Rate (Privates)

Derived revenue and pricing data assume equivalent pricing for in- and out-of-state students

ix. Net-tuition Revenue/Capita, Net Price, and Discount Rate (Publics)

NTR/Net Price data are weighted for in-state and out-of-state enrollments

3. Defining a Peer Group

The EDR is designed for Tableau compatibility. To view trends over multiple years in Excel, data can be transformed manually or using pivot tables.

Pivot table tutorials can be found here: <https://support.office.com/en-us/Article/Create-a-PivotTable-to-analyze-worksheet-data-a9a84538-bfe9-40a9-a8e9-f99134456576>

This User Guide demonstrates how to manipulate archived data manually:

a. Choosing a User-Defined Peer Group (Option 1):

You know your competitors best. Use the sorting function in the “Institution Name” column header drop down menu (**Figure 1**) to search and select your peer group.

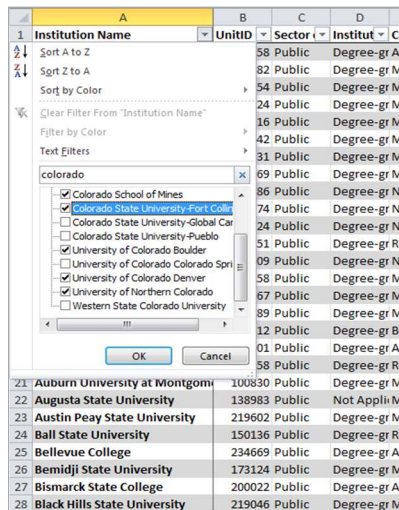


Figure 1: Selecting a user-defined peer group

b. Generating a Peer Group (Option 2):

Create a peer group by using the sorting functions to filter institutions by sector, institutional category, Carnegie Class, or State (**Figure 2**).

Institution Name	UnitID	Sector	Institut	Carneg	State	Year
Colorado School of Mines					CO	2012
Colorado State University-Fort Collins					CO	2012
University of Colorado Boulder					CO	2012
University of Colorado Denver					CO	2012
University of Northern Colorado					CO	2012
Colorado School of Mines					CO	2011
Colorado State University-Fort Collins					CO	2011
University of Colorado Boulder					CO	2011
University of Colorado Denver					CO	2011
University of Northern Colorado					CO	2011
Colorado School of Mines					CO	2010
Colorado State University-Fort Collins					CO	2010
University of Colorado Boulder					CO	2010
University of Colorado Denver					CO	2010
University of Northern Colorado					CO	2010
Colorado School of Mines					CO	2009
Colorado State University-Fort Collins					CO	2009
University of Colorado Boulder					CO	2009
University of Colorado Denver					CO	2009
University of Northern Colorado					CO	2009
Colorado School of Mines	126775	Public	Degree-gr Research	I	CO	2008
Colorado State University-Fort Collins	126818	Public	Degree-gr Research	I	CO	2008
University of Colorado Boulder	126614	Public	Degree-gr Research	I	CO	2008
University of Colorado Denver	126562	Public	Degree-gr Research	I	CO	2008
University of Northern Colorado	127741	Public	Degree-gr Doctoral/I	CO	2008	

Figure 2: Generating an in-state peer group by Carnegie Class

Method Checkpoint: The institution set should appear multiple times, for each year a dataset is available (subject to IPEDS availability).

4. Creating Graphs in Excel

- Once a peer group has been defined, choose the metric you want to visualize from the variables listed in the top row (e.g., net tuition revenue/capita).
- Filter the data for the earliest year in your analysis (e.g., 2008).

Method Checkpoint: The institution set should appear for the selected year only (**Figure 3**).

A	B	C	D	E	F	G	T	U	V
Institution Name	UnitID	Sector	Institut	Carneg	State	Year	Total Net Revenue	Net Price	NTR/Capita
Colorado School of Mines	126775	Public	Degree-gr Research	I	CO	2008	10067011	10582	11871
Colorado State University-Fort Collins	126818	Public	Degree-gr Research	I	CO	2008	31829619	6122	7255
University of Colorado Boulder	126614	Public	Degree-gr Research	I	CO	2008	83997176	13603	14425
University of Colorado Denver	126562	Public	Degree-gr Research	I	CO	2008	6580990	4730	6328
University of Northern Colorado	127741	Public	Degree-gr Doctoral/I	CO	2008		9018870	3092	4334

Figure 3: Sorting the data for visualization, Part I

- Copy and paste the institution set from the main table to a new sheet in Excel or below the main table. Designate a column header for each year in your analysis (see final result in **Figure 4**). Label the column header using the 'YY format (e.g., '09); otherwise, Excel will not recognize the year as a column header, but rather as a data point.
- Copy and paste data filtered for each year of the desired timeframe.

Institution Name	UnitID	Sector	Institut	Carneg	State	Year	Total Net Revenue	Net Price	NTR/Capita
Colorado School of Mines	126775	Public	Degree-gr Research	I	CO	2012	15441122	15339	16271
Colorado State University-Fort Collins	126818	Public	Degree-gr Research	I	CO	2012	50852057	10208	11555
University of Colorado Boulder	126614	Public	Degree-gr Research	I	CO	2012	90584317	15527	16661
University of Colorado Denver	126562	Public	Degree-gr Research	I	CO	2012	8067871	6431	8378
University of Northern Colorado	127741	Public	Degree-gr Doctoral/I	CO	2012		10975113	2854	5014

Net Tuition Revenue/Capita	08	09	10	11	12
Colorado School of Mines	11871	12983	14928	15145	16271
Colorado State University-Fort Collins	7255	7379	10385	10528	11555
University of Colorado Boulder	14425	14000	15581	16328	16661
University of Colorado Denver	6328	6771	7673	7701	8378
University of Northern Colorado	4334	3995	4788	5026	5014

Figure 4: Sorting the data for visualization, Part II

Method Checkpoint: Annual data should be displayed in adjacent columns. Check to make sure the data in the graphics table match up with the data listed in the main table.

- e. When your new table is complete, select the data along with the column and row headers and “Insert Graph” of your choosing. Graphs can be manipulated to accentuate trends for your institution (e.g. Trends in net tuition revenue/capita for Colorado State University are accentuated with a bolded, dashed line) (**Figure 5**).

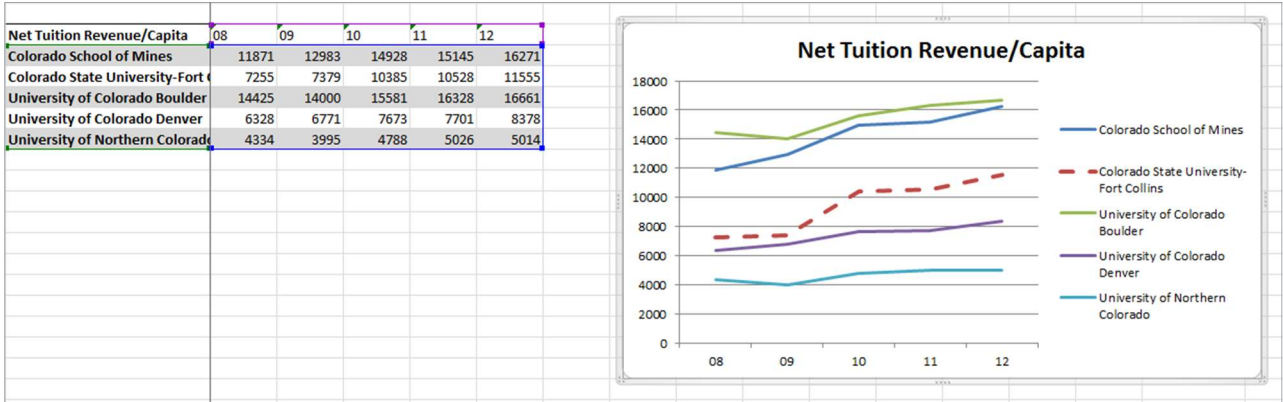


Figure 5: Creating a graph in Excel

5. Importing Data to Tableau

Users new to Tableau can download the publicly available software here: <https://public.tableau.com/s/>

- a. Initiate Tableau and “Connect” to the Enrollment Data Archives Excel file
- b. Drag and drop the desired archive into Tableau and “Go to Worksheet”
Users may want to change the “Unit ID” from a “number” (#) to a “string” (abc) using the drop down menu in the column header.
- c. Detailed instructions on how to create graphics in Tableau can be found here: <http://www.tableau.com/learn/training>

Still have questions?

If you have additional questions about the Enrollment Data Registry, please email Rachel Tanner at rtanner@eab.com

For more resources, tools, and services, please visit the Enrollment Management Forum website: <https://www.eab.com/research-and-insights/enrollment-management-forum>