



UNIVERSITY OF
**SOUTH
CAROLINA**
AIKEN

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OF SOUTH
CAROLINA
AIKEN

INSTITUTIONAL PROFILE
FOR GENERAL INFORMATION
AND ENROLLMENT DATA
FALL 2002



Done 1/2/02
mailed 1/13/02

Commission on Colleges
Southern Association of Colleges and Schools
1866 Southern Lane
Decatur, Georgia 30033-4097

Deadline for submitting this Profile: November 15, 2002

**INSTITUTIONAL PROFILE
FOR GENERAL INFORMATION
AND ENROLLMENT DATA
FALL 2002**

General Instructions

The Commission on Colleges has divided its institutional profile into two documents:

- ▶ *Institutional Profile for General Information and Enrollment Data* (Fall 2002)
- ▶ *Institutional Profile for Financial Information* (Spring 2003).
(To be distributed in 2003)

Before completing the Fall 2002 Profile, please

- Carefully read all directions
- Make a copy of this form
- Assign completion of the form to an individual knowledgeable in the area of enrollment data

Before returning the completed Fall 2002 Profile, please review the last page of this document to ensure that checklists are complete. Return one complete set of current catalogs (*undergraduate and graduate*) with your Profiles (*original and copy*). Thank you for your prompt attention.

Please direct all questions to George Burgamy at (404) 679-4501, ext. 532.

Page 1 of 7

SECTION ONE: General Information

Part I: Instructions

Listed is the response provided by your institution on the 2001 Profile. If the information submitted last year is incorrect or incomplete, please submit changes on a letter signed by the chief executive officer of the institution and return with the completed Profile.

1. Institution's Official Name

University of South Carolina - Aiken

2. Institution's Mailing Address

471 University Parkway

Aiken, SC 29801

3. Main Switchboard Telephone Number

(803) 648-6851

4. Institution's home Web Site Address (*Do not include http://www*)

~~*www.usca.sc.edu*~~ *www.usca.edu*

5. Institutional Governance or Control

Public

6. Institutional Religious Affiliation (*please provide complete name*)

7. Calendar System

Semester

8. Name of Governance System (*if applicable*)

(If public, Include name of governing board system, not coordinating board)

University of South Carolina System

Part II: Instructions

Listed in the left-hand column below (items 9-24) is the response provided by your institution on the 2001 Profile. If the information submitted last year is incorrect or incomplete, please make the correction or provide additional information in the right-hand column. If the information provided last year is complete and correct, please do not repeat the information.

A. Chief Executive Officer

9. Name

Dr. Thomas L. Hallman

10. Title

Chancellor

11. Office Mailing Address

471 University Parkway

Aiken, SC 29801

12. Telephone Number

(803) 648-6851

() _____

13. Fax Number

(803) 641-3362

() _____

14. E-Mail Address

tomh@aiken.sc.edu

tomh@usca.edu

B. Chair of the Governing Board

15. Name

Mack I. Whittle

16. Mailing Address

USC, Board of Trustees

Osborne 206

Columbia, SC 29208

17. Fax Number

(803) 777-9480

() _____

18. Term of office as Chair

(Indicate ending date of term)

10/02

10/04

C. Institution's Accreditation Liaison

The Commission asks each institution to appoint an Accreditation Liaison to serve as a contact person with the Commission, supervise the completion of all institutional profiles, serve as a resource person for the institution's internal review process and work with all follow up associated with that review, serve as a resource person for information on accreditation standards and policies, and work with the institution's commission staff to coordinate all visits. This person should be an employee of the institution and not a consultant hired to assist with the institution's review in accord with the *Principles for Accreditation*. (See description of the role of the Accreditation Liaison by accessing www.sacscoc.org)

19. Name

Tom Mack

Suzanne Ozment

20. Title

Co-Director of Self-Study

Vice Chancellor for Academic Affairs

21. Office Mailing Address

471 University Pkwy.

Aiken, SC 29801

22. Telephone Number

(803) 641-3479

(803) 641-3201

23. Fax Number

(803) 641-3461

(803) 641-3382

24. E-Mail Address

tomm@aiken.sc.edu

suzanneo@usca.edu

D. Respondent

Please provide the following information for the individual responsible for completing this form. If the respondent is the institution's Accreditation Liaison, please indicate this by entering "Accreditation Liaison " on line 25, and leave items 26 through 30 blank.

25. Name

Jodi Herrin

26. Title

Research Analyst

27. Office Mailing Address

USCA; 471 University Parkway
Aiken, SC 29801

28. Telephone Number

(803) 641-3407

29. Fax Number

803) 641-3727

30. E-Mail Address

jodih@usca.edu

SECTION TWO: Enrollment Information (for FTE and Headcount)**Instructions for calculating FTE:**

In items 1-7 below, the left-hand column states your institutional response from the 2001 Profile. Please report your institution's enrollment for the 2002 *full term* in the right-hand column. Fill in all applicable blanks in the right-hand column, even if the 2002 figure is the same as the 2001 figure. When tabulating the total, include all degree and non-degree students, wherever instruction occurs. This applies to students enrolled in course work delivered at the main campus, off-campus sites, branch campuses, and course work delivered electronically. For the purpose of Commission use, please use the following definitions for your computation of FTE and not your institution's definition.

A full-time undergraduate student is one who is enrolled for 12 or more credit hours.

A full-time post-baccalaureate/graduate student is one who is enrolled for 9 or more credit hours.

For-Credit, Full-Time Undergraduate and Post-Baccalaureate Students

- | | | |
|--|------|-------------|
| 1. Total <u>number</u> of full-time undergraduate students (those taking 12 or more credit hours): | 2152 | <u>2196</u> |
| 2. Total <u>number</u> of full-time post-baccalaureate (master's or doctoral programs, or other for-credit programs) students (those taking 9 or more credit hours): | 8 | <u>16</u> |

For-Credit, Part-Time Undergraduate and Post-Baccalaureate Students

- | | | |
|--|-----|-------------|
| 3. a. Total <u>hours</u> of all undergraduate students carrying fewer than 12 credit hours (definition of part-time student): <u>6,012</u> (hours) | | |
| b. Divide the total hours in 3a by 12, rounding to the nearest whole number: | 448 | <u>501</u> |
| 4. a. Total <u>hours</u> of all post-baccalaureate students (master's or doctoral programs, or other for-credit programs) carrying fewer than 9 credit hours (definition of part-time student): <u>415</u> (hours) | | |
| b. Divide total hours in 4a by 9, rounding to the nearest whole number: | 45 | <u>46</u> |
| 5. Total | | |
| Total of lines 1, 2, 3b, and 4b: | | <u>2759</u> |

Non-Credit

6. a. For each non-credit course offered in the 2002 fall term, multiply the total number of contact hours for the course (as determined by your institution) by the total number of students enrolled in the course. Add resulting figures for all non-credit courses (See example below).

7664

b. Divide combined total in 6a by 168 if your institution is on a semester or trimester system (12 hours/week x 14 weeks), or by 120 if your institution is on a quarter system (12 hours/week x 10 weeks). Round the quotient to the nearest whole number:

33

46

Total

7. Total of lines 5 and 6b:

2686

2805

Example for calculating 6a above:

An institution has five non-credit courses. Course one has 17 students and 20 course contact hours; course two has 11 students and 15 contact hours; course three has 10 students and 15 contact hours; course four has 16 students and 5 contact hours; and course five has 14 students and 10 contact hours.

Calculation for Part 6a.	Students		Contact Hours		
Course one:	17	x	20	=	340
Course two:	11	x	15	=	165
Course three:	10	x	15	=	150
Course four:	16	x	5	=	80
Course five:	14	x	10	=	<u>140</u>

Calculation Total for Part 6a. = 875

Instructions for calculating Enrollment Headcount:

Using your institution's definitions, please report in the right hand column your enrollment headcount for the 2002 fall term. When tabulating the total, include all degree and non-degree students, wherever instruction occurs. This applies to students enrolled in course work delivered at the main campus, off-campus sites, branch campuses, and course work delivered electronically.

For-Credit, Full-Time Undergraduate Students

2196

For-Credit, Full-Time Post-Baccalaureate Students

16

For-Credit, Part-Time Undergraduate Students

1083

For-Credit, Part-Time Post-Baccalaureate Students

121

All Non-Credit Students (total number enrolled in all non-credit courses)

864

SIGNATURES OF VERIFICATION:

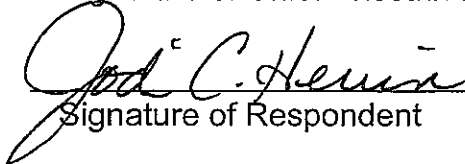
We certify that the information provided in this Profile is correct.



Signature of Chief Executive Officer

11/12/02

Date



Signature of Respondent

11/12/02

Date

COMPLETION CHECKLIST :

- Are all sections of this Profile complete?
- Have the respondent and Chief Executive Officer provided signatures for verification?

RETURN CHECKLIST:

- Two (2) completed copies of this Profile (original and one copy).
- One (1) complete set of current catalogs (undergraduate and graduate).
- n/a* Letter for Section One, Part 1 (only if there changes to lines 1 through 7)

Return this completed Profile and all required materials to:

**Commission on Colleges
ATTN: Institutional Profiles
Southern Association of Colleges and Schools
1866 Southern Lane
Decatur, Georgia 30033-4097**

DUE: November 15, 2002