

General Instructions - Document Catalog

1. Please select Data and Publications at the top from the Home Page.
2. The following screen is displayed:

The screenshot shows the website for the South Carolina Commission on Higher Education. The header includes the logo and navigation links: Home, About CHE, Meetings & Events, Data & Publications, Institutions & Educators, and Students, Families & Military. The main content area is titled 'Data & Publications' and is divided into three columns. The left column, 'Higher Education Data', lists categories like Funding Information and MRR, Tuition, Facilities, Performance Funding, and Commission on Higher Education Management Information System (CHEMS) Data. The middle column, 'From CHE's Executive Director, Dr. Richard C. Sutton', lists reports such as CHE Monthly Executive Director Reports and Presentations of the Executive Director. The right column, 'Higher Education Publications & Reports', lists 'Annual Reports' including the 2012 Higher Education Statistical Abstract, Annual Report on Academic Common Market Program, and others. Below these columns are sections for 'Additional Higher Education Data Reports to include', 'Frequently Asked Questions (FAQ)', and search options. A footer contains links for Higher Education Related Links, Accessibility Statement, Disclaimer, Privacy, Site Map, and Contact us.

3. On the left hand-side, there is a section titled:

Additional Higher Education Data to include (Enrollment, Completions, Course, Facility, Faculty, SAT & Scholarships) can be found by searching the CHE Document Catalog

4. Before using the document catalog for the **first time**, please follow the instructions for customizing your browser: [Click here.](#) If the browser is not customized, results may not be returned from a report selection.
5. Then click on [Search the CHE Document Catalog for More Data](#)
6. The screen that is displayed will allow various subject categories to be searched.

Instructions and Tips – CHE Document Catalog – Data Document Type

The screenshot shows a search interface with the following elements:

- Document Type:** Radio buttons for All (selected), Data, and Publication.
- Subject Categories:** A dropdown menu with options: Access & Equity, Admission Standards, Archive - Executive Director, Associate Degree Programs Evaluation, and Closer Look.
- Date Ranges:** A checkbox for Year(s) and two dropdown boxes for To:.
- Key Word:** A text input field with a "Select Report To Year" button next to it.
- Buttons:** "Reset" and "Search" buttons at the bottom right.

7. Click on Document type for Data
8. Then select the subject category:
9. For Date Ranges: check the year(s) and in the drop down boxes select the year that is of interest.
 - a. For completions data, this is the fiscal year. For example, for fiscal year 2012-2013, also identified as FY13, select 2013 in both drop-down boxes.
 - b. For other components, select the calendar year that is of interest.
10. If a particular topic is of interest, such as FTE, then enter in the key word selection. If the key word is left blank, and from - to years are the same, then a listing will be produced of all available reports for the selected subject category.

Search the CHE Document Catalog

The screenshot shows a search interface with the following elements:

- Document Type:** Radio buttons for All (selected), Data, and Publication.
- Subject Categories:** A dropdown menu with options: Completions, Course, Enrollment (highlighted), Facilities, and Faculty.
- Date Ranges:** A checked checkbox for Year(s) and two dropdown boxes for To: (both set to 2013).
- Key Word:** A text input field.
- Buttons:** "Reset" and "Search" buttons at the bottom right.

11. Select the Search button
12. A list of available reports will be displayed:

Instructions and Tips – CHE Document Catalog – Data Document Type

Document Type: All Data Publication
Subject Categories:
Date Ranges: To:
Key Word:

Search Results - Select a report type to produce desired outcome.

TITLE	YEAR	REPORT TYPES
Enrollment Summary of Students by Age By Institution Type	2013	
Full Time Equivalent (FTE) by Institution and CIP Code	2013	
Full Time Equivalent (FTE) Enrollments	2013	
Headcount Enrollment by Geo-Origin and Enrollment Status	2013	
Headcount Enrollment by Geo-Origin and Fee Purposes	2013	
Headcount Enrollment by Institution by Age	2013	
Headcount Enrollment by Program Code, Institution and Degree Level	2013	
Headcount Enrollment by Student Level	2013	
Headcount Enrollment by Student Level, Institution, and Residency Classification	2013	
Headcount Enrollment by Student Level, Institution, Race, & Gender	2013	
Headcount Enrollment of First-Time Freshmen by County of Origin	2013	

13. Under the report type column, select excel, pdf, or html to produce the desired outcome type.
14. Reports that have additional selection parameters will process and a screen, such as the one below will be displayed for further action:

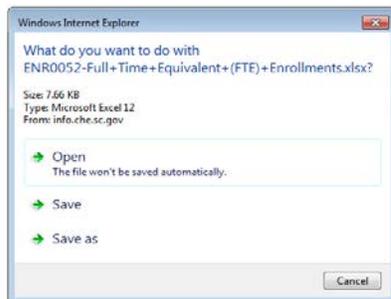
Select The Reporting Year

Select The Semester

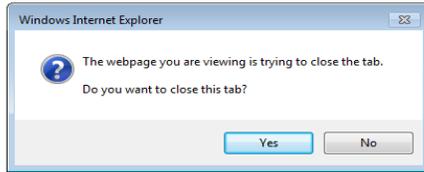
Fall
 Spring
 Summer I
 Summer II

[Select all Deselect all](#)

15. If there are no additional selection parameters, a screen such as the one below will be displayed for opening or saving the file:



16. Once the file is saved, the screen will return to the following display:



The webpage you are viewing is trying to close. Do you want to close this tab?

17. Please click on Yes if you would like to run other reports. You will then be returned to the screen displayed on #11.
18. Clicking on No will return a blank screen.
19. Close the screen by clicking on the upper right-hand corner.

Tips for Data Catalog usage

- Unfamiliar with the data report needed: select, for example Enrollment, select Year and in from – to fields, enter the same year. All enrollment reports will then be displayed.
- Reports selected for Excel output will NOT be formatted for a page.
- Reports selected for PDF and HTML will be formatted.
- When selecting completions reports, from – to years are for the fiscal year. For example, FY 12-13 would be entered on the catalog selection as from year 2013 to year 2013.
- Some reports take longer than others to execute. The following screens show how to submit the reports for emailing the results.

Summary Headcount Enrollment by Program Code & Degree Level

Select The Reporting Year * 2013

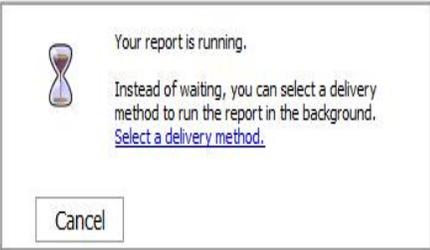
Select the Institution Type *
 Public
 Independent
[Select all](#) [Deselect all](#)

Select The CIP Program *
 2-Digit CIP Program
 4-Digit CIP Program
 6-Digit CIP Program

Working.
Please wait...

Cancel Finish

Make Selections and then click Finish. The hour glass with working, please wait will be displayed.



Click on Select a delivery method.



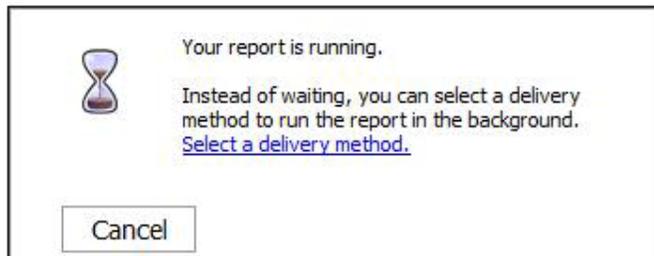
Click on Email Report.

Instructions and Tips – CHE Document Catalog – Data Document Type

The screenshot shows a dialog box titled "Set the email options - ENR0027-Summary Headcount Enrollment by Program Code". It contains the following fields and options:

- To:** An empty text input field.
- Cc:** An empty text input field.
- Subject:** A text input field containing "Report: ENR0027-Summary Headcount Enrollment by Program Code".
- Body:** A rich text editor area with a toolbar and a "Change to plain text >>" link.
- Attach the report:** A checked checkbox.
- Buttons:** "OK" and "Cancel" buttons at the bottom.

Enter email address on the To Line and then click OK.



Click Cancel.



Answer Yes to close Window. The page will then be returned to the individual reports in the data catalog.