

**TITLE 5 POST-SECONDARY EDUCATION**  
**CHAPTER 6 POST-SECONDARY ENROLLMENT AND DATA REPORTING**  
**PART 2 ENROLLMENT REPORTING**

**5.6.2.1 ISSUING AGENCY:** State of New Mexico Higher Education Department  
 [12/31/98; 5.6.2.1 NMAC - Rn & A, 5 NMAC 6.2.1, 7/31/05]

**5.6.2.2 SCOPE:** All public post-secondary educational institutions operating within and receiving financial support from the state of New Mexico.  
 [12/31/98; 5.6.2.2 NMAC - Rn, 5 NMAC 6.2.2, 7/31/05]

**5.6.2.3 STATUTORY AUTHORITY:** Authority for 5.6.2 NMAC is found in Post-Secondary Educational Planning Act, Sections 21-2-5 and 21-2-7, NMSA 1978.  
 [12/31/98; 5.6.2.3 NMAC - Rn, 5 NMAC 6.2.3, 7/31/05]

**5.6.2.4 DURATION:** Permanent.  
 [2/27/85, 12/31/98; 5.6.2.4 NMAC - Rn, 5 NMAC 6.2.4, 7/31/05]

**5.6.2.5 EFFECTIVE DATE:** December 31, 1998, unless a later date is cited at the end of a section.  
 [12/31/98; 5.6.2.5 NMAC - Rn & A, 5 NMAC 6.2.5, 7/31/05]

**5.6.2.6 OBJECTIVE:** The purpose of the enrollment report is to measure the instruction load following the normal drop and add period of the registration process.  
 [12/31/98; 5.6.2.6 NMAC - Rn, 5 NMAC 6.2.6, 7/31/05]

**5.6.2.7 DEFINITIONS:** [RESERVED]

**5.6.2.8 PRINCIPLES GUIDING ENROLLMENT REPORTING:**

- A. Fall and spring semesters: Application of the following guidelines will ensure consistency of reporting among institutions:
- (1) The census date will be Friday of the third week of classes.
  - (2) Only students representing a load on the instructional function of the institution as of the census date may be counted. Course additions prior to the census date should be added. Course drops and withdrawals as of the close of the census date should be subtracted. The date on which course additions and/or subtractions are processed is irrelevant.
  - (3) All courses taught through auspices of the reporting campus will be included regardless of delivery site or mode. This includes on-line and other distance education delivery methods which originate from the reporting campus. In cases where a main campus university offers courses on the branch campus such enrollments should be reported as main campus courses.
  - (4) Two-year institutions shall include all lower division credit courses taught within their district. Courses taught outside the district will not be certified for state support and should be reported separately.
  - (5) Enrollment in courses not taught on the regular calendar should be reported as of the date the course is one-third complete. Enrollment in open-entry/open-exit courses should be based on average daily enrollment.
  - (6) Full-time equivalence in noncredit vocational-technical courses is determined as follows:
    - (a) Conversion of noncredit contact hour courses to equivalent semester credit hours:

<u>Contact Hours</u>	<u>Equivalent Semester Credit Hours</u>
10-14	.25
15-21	.50
22-29	.75
30-37	1.00
38-44	1.25
45-52	1.50
53-59	1.75

60-74	2.00
75-89	2.50
90-119	3.00
120-149	4.00
150-179	5.00
180-209	6.00
210-239	7.00
240-269	8.00
270-299	9.00
300-329	10.00
330-359	11.00
360-389	12.00
390-419	13.00
420-449	14.00
450-479	15.00
480-509	16.00
510-539	17.00
540-	18.00

(b) 18 credit hours is the maximum credit that can be earned per semester.

B. Summer session and special sessions:

(1) The census date for a summer session shall be the last date to register for that session. Enrollment in short courses which occur during the summer session may be included in this report.

(2) Only those classes taught on the main campus will be reported in the first column of the summer enrollment report form. Off-campus courses, programs and residence centers should be reported separately.

(3) Short courses, mini-courses and workshops occurring at other times during the year should be reported along with interim sessions or reported separately.

[12/31/98; 5.6.2.8 NMAC - Rn & A, 5 NMAC 6.2.8, 7/31/05]

**5.6.2.9 REPORTING:** Reporting forms:

A. Form 610.A: Number of students enrolled for each specified number of hours.

B. Form 610.B: Semester enrollment summary.

[12/31/98; 5.6.2.9 NMAC - Rn, 5 NMAC 6.2.9, 7/31/05]

**HISTORY OF 5.6.2 NMAC:**

Pre-NMAC History: The material in this part was derived from that previously filed with the State Records Center and Archives under:

BEF Rule 610, Enrollment Reporting, 2/27/85.

History of Repealed Material: [RESERVED]