**ENTERPRISE SYSTEMS AND DATA DEFINITIONS**

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**DATA DEFINITIONS**

**Enrollment**
- Total headcount as of the official census date (the first day after the add/drop period).
- Winter session enrollment is reported in the spring term per the CPE definitions.
- Report filters values are mutually exclusive.
- Enrollment is attributed to the unit/academic program of the first major active in PS (unless otherwise noted in the report).

**College Scorecard**
- Enrollment counts include any student enrolled in a course offered by the selected unit, regardless of the student’s major.
- Enrollment counts are unduplicated across the academic year however, filtering on individual terms (summer, fall, spring) produces counts for that semester only.
- Winter session enrollment is reported in the fall semester due to the term code in PeopleSoft.

**Department Scorecard**
- Enrollment counts include any student enrolled in the major of the selected unit.
- Enrollment counts are unduplicated across the academic year however, filtering on individual terms (summer, fall, spring) produces counts for that semester only.
- Winter session enrollment is reported in the fall semester due to the term code in PeopleSoft.

**Student Credit Hours (SCH)**
- Winter session credit hours are reported in the spring term per the CPE definitions.
- SCH are defined as the “attempted number of credit hours as of the official census date (the first day after the add/drop period) at the beginning of the semester.”
- Course level of ‘undergraduate’ or ‘graduate’ is defined by the career level of the course in PeopleSoft as determined by the academic unit.
- SCH are defined as the “attempted number of credit hours as the end of the semester.” Therefore, student who have withdrawn from the course during the semester are NOT included.
- Course division is defined by the course number, regardless of the level of student enrolled.
  - ‘lower division’: 100 and 200-level courses
  - ‘upper division’: 300 and 400-level courses
  - ‘graduate’: 500 and 600-level courses
  - ‘doctoral’: 700, 800, and 900-level courses

**Instructional Load**
- Instructional load reports require a login to UofL’s private server.
- SCH are attributed to each official faculty of record in PeopleSoft.
- SCH are defined as the “attempted number of credit hours as the end of the semester.”
- For courses with multiple instructors, each instructor is assigned a proportional number of the total course credit hours, regardless of percent effort for the course. For example, for a course with three instructors of record, each instructor will be assigned 1/3 of the total credit hours attempted at the end of the semester.
- SCH are attributed to the academic unit offering the course.

**Where should I report these data?**
- All official reporting to both internal and external entities.
- SCH trend data to assist with projections for the budget model.
- Annual academic program “health check”.