IPEDS **2020-21**
Data Collection System

IPEDS HELP DESK (877) 225-2568 | ipedshelp@rti.org
OMB NO. 1850-0582 v.27 : Approval Expires 8/31/2022
User ID: P2097461

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Institutional Characteristics 2020-21

Institution: Portland Community College (209746)   User ID: P2097461

Overview

Institutional Characteristics Overview

Welcome to the Institutional Characteristics (IC) component. This component collects important information about your institution's mission, student services, and student charges.

Much of the data reported on IC appear on College Navigator, which is updated once after IC data have been reviewed. Thus, errors may stay on College Navigator for a full year.

Additionally, the cost of attendance data are used to calculate the net price of attendance in the Student Financial Aid component. This has important implications for what students see about your institution, and also for the College Affordability and Transparency Center's lists. **Revisions or changes to costs can ONLY be made in the Student Financial Aid component and not in the prior year revision system.**

Remember, it is the responsibility of the keyholder to submit accurate data about the institution. Please contact the IPEDS Help Desk for clarifications to make sure that you are reporting correctly.

Data Reporting Reminder:
- Report data to accurately reflect the time period corresponding with the IPEDS survey component, even if such reporting is seemingly inconsistent with prior-year reporting. For example, if a summer term began later than usual due to to Coronavirus Pandemic postponements, continue to report using the timeframes as defined in the IPEDS instructions. NCES expects that some data reported during the 2020-21 data collection year will vary from established prior trends due to the impacts of Coronavirus Pandemic. If an error edit is triggered even when submitting accurate data, please indicate in the corresponding context box or verbally to the Help Desk that the seemingly inconsistent data are accurate and reflect the effects of Coronavirus Pandemic.

Changes to reporting for 2020-21:
- The term 'dual credit' has been replaced with the term 'dual enrollment'

Common Errors

Quality control reviews of past IC data indicate frequently made errors. Please review the common errors below to ensure accurate reporting.
- Part C, question 8 should only be marked 'YES' if your institution is **EXCLUSIVELY** distance education. Do not mark 'YES' if your courses/programs are also available in person.
- Do not try to outsmart fatal errors; this is falsifying data. Contact the Help Desk to override, or fix, the data.
- Make sure you understand ALL definitions before responding to questions. For example, make sure that you are reporting for an 'ACADEMIC YEAR' or 'PROGRAM' as defined by IPEDS.

Resources:
- To download the survey materials for this component: Survey Materials
- To access your prior year data submission for this component: Reported Data

If you have questions about completing this survey, please contact the IPEDS Help Desk at 1-877-225-2568.

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Part A - Mission Statement

1. Provide the institution's mission statement *or* a web address (URL) where the mission statement can be found. Typed statements are limited to 2,000 characters or less. The mission statement will be available to the public on College Navigator.

◉ Mission Statement URL:

| http:// ▾ | www.pcc.edu/about/administration/board/policies/b101.html |

○ Mission Statement:

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Part B - Services and Programs for Servicemembers and Veterans

1. Which of the following are available to veterans, military servicemembers, or their families?

- ☐ Yellow Ribbon Program (officially known as Post-9/11 GI Bill, Yellow Ribbon Program)
- ☑ Credit for military training
- ☑ Dedicated point of contact for support services for veterans, military servicemembers, and their families
- ☐ Recognized student veteran organization
- ☐ Member of Department of Defense Voluntary Educational Partnership Memorandum of Understanding
- ☐ None of the above

✳You may use the box below to provide additional context for the data you have reported above. Context notes will be posted on the College Navigator website. Therefore, you should write all context notes using proper grammar (e.g., complete sentences with punctuation) and common language that can be easily understood by students and parents (e.g., spell out acronyms).

Part C - Student Services - Special Learning Opportunities

1. Does your institution accept any of the following? [Check all that apply]

- ☑ <u>Dual enrollment</u>
- ☐ <u>Credit for life experiences</u>
- ☑ <u>Advanced placement (AP) credits</u>
- ☐ None of the above

2. What types of special learning opportunities are offered by your institution? [Check all that apply]

- ☐ ROTC
  - ☐ Army   ☐ Navy   ☐ Air Force
- ☑ <u>Study abroad</u>
- ☑ <u>Weekend/evening college</u>
- ☑ <u>Teacher certification</u> (for the elementary, middle school/junior high, or secondary level). Do not include certifications to teach at the postsecondary level.
  - ☑ Students can complete their preparation in certain areas of specialization
  - ☑ Students must complete their preparation at another institution for certain areas of specialization
  - ☐ This institution is approved by the state for the initial certification or licensure of teachers
- ☐ None of the above

Part C - Student Services: Other Student Services

4. Which of the following selected student services are offered by your institution? [Check all that apply]

- ☑ <u>Remedial services</u>
- ☑ Academic/career <u>counseling services</u>
- ☑ <u>Employment services for current students</u>
- ☑ <u>Placement services for program completers</u>
- ☑ On-campus <u>day care</u> for children of students
- ☐ None of the above

5. Which of the following <u>academic library</u> resource or service does your institution provide? [Check all that apply]

- ☑ Physical facilities
- ☑ ⓘ An organized collection of printed materials
- ☑ ⓘ Access to digital/electronic resources
- ☑ A staff trained to provide and interpret library materials
- ☑ Established library hours
- ☑ ⓘ Access to library collections that are shared with other institutions
- ☐ None of the above

6. Indicate whether or not any of the following alternative tuition plans are offered by your institution.

- ○ No
- ⦿ Yes
  - ☐ <u>Tuition guarantee</u>
  - ☐ <u>Prepaid tuition plan</u>
  - ☑ <u>Tuition payment plan</u>
  - ☐ Other (specify in box below)

...

✷ You may use the box below to provide additional context for the data you have reported above. Context notes will be posted on the College Navigator website. Therefore, you should write all context notes using proper grammar (e.g., complete sentences with punctuation) and common language that can be easily understood by students and parents (e.g., spell out acronyms).

Part C - Student Services - Distance Education

Reporting Reminders:

- When reporting distance education offerings, do not include remote learning implemented in response to Coronavirus Pandemic unless the program anticipates maintaining this modality permanently. Allowing program completion via distance education is not the same as having planned full distance education programs.

ⓘ **7. Please indicate at what level(s) your institution does or does not offer <u>distance education</u> courses and/or distance education programs. Check all that apply.**

	Distance education courses	Distance education programs	Does not offer Distance Education
Undergraduate level	☑	☑	☐

ⓘ 8. Are all the programs at your institution offered exclusively via <u>distance education programs</u>?

Select No if all programs at your institution are offered exclusively via distance education only temporarily in response to Coronavirus Pandemic.

◉ No
○ Yes

Part C - Student Services: Disability Services

9. Please indicate the percentage of all undergraduate students enrolled during Fall 2019 who were formally registered as students with disabilities with the institution's office of disability services (or the equivalent office).

◉ 3 percent or less
○ More than 3 percent: [   ] %

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[   ]

Part D - Student Charges Questions

1. Are all <u>full-time</u>, <u>first-time</u> degree/certificate-seeking students required to live on campus or in institutionally controlled housing?

If your institution typically has this requirement but such requirement is temporarily suspended due to Coronavirus Pandemic, please answer Yes.

*If you answer **Yes** to this question, you will not be asked to report off-campus room and board in the price of attendance (D11).*

This is only a screening question, and your response does not show up on College Navigator.

*If you make any exceptions to this rule, and have even one full-time, first-time student living off-campus, please answer **No** so that this does not cause conflicts with the Student Financial Aid survey. Making changes to the SFA component is very difficult and may lead to inaccurate reporting for your institution.*

◉ No
○ Yes, and we do not make **ANY** (even one) exceptions to this rule

2. Does your institution charge different <u>tuition</u> for <u>in-district</u>, <u>in-state</u>, or <u>out-of-state</u> students?

*If you answer **Yes** to this question, you will be expected to report tuition amounts for in-district, in-state, and out-of-state students.*

*Please only select **Yes** if you really charge different tuition rates, or you will be reporting the same numbers 3 times.*

○ No
◉ Yes

3. Does your institution offer <u>institutionally-controlled housing</u> (either on or off campus)?

If your institution typically offers institutionally-controlled housing but has temporarily suspended such offerings due to Coronavirus Pandemic, please answer Yes.

*If you answer **Yes** to this question, you will be expected to specify a housing capacity, and to report a room charge or a combined room and board charge (D10).*

◉ No
○ Yes

    Specify <u>housing capacity</u> for academic year 2020-21

    [   ]

4. Do you offer <u>board</u> or meal plans to your students?

If your institution typically offers board or meal plans but has temporarily suspended such offerings due to Coronavirus Pandemic, please answer Yes.

*If you answer **Yes** to this question, you will be expected to report a board charge or combined room and board charge (D10).*

◉ No
○ Yes - Enter the number of meals per week in the maximum meal plan available

    [   ]

○ Yes - Number of meals per week can vary (e.g., students charge meals against a meal card)

Part D - Undergraduate Student Charges

If the institution charges an <u>application fee</u>, indicate the amount.

	ⓘ Amount	Prior year

Undergraduate application fee		0	

5. Charges to full-time undergraduate students for the full academic year 2020-21

Please be sure to report an average tuition that includes all students at all levels (freshman, sophomore, etc.).

	In-district	Prior year	In-state	Prior year	Out-of-state	Prior year
All full-time undergraduate students						
Average tuition	4,428	4,176	4,428	4,176	9,288	9,036
Required fees	382	382	382	382	382	382

6. Per credit hour charge for part-time undergraduate students

Please be sure to report an average per credit tuition that includes all students at all levels (freshman, sophomore, etc.).
Do not include fees.

	In-district	Prior year	In-state	Prior year	Out-of-state	Prior year
Per credit hour charge	123	116	123	116	258	251

Part D - Student Charges - Cost of Attendance

11. Cost of attendance for full-time, first-time undergraduate students:

Please enter the amounts requested below for each Cost of Attendance (COA) category. These data will be made available to the public on College Navigator. If your institution participates in any Title IV programs (e.g., Pell, Direct Loans), you must provide all information. Estimates of expenses for books and supplies, room and board, and other expenses are those from the COA report used by the financial aid office in determining financial need. Please confirm with your institution's financial aid office the correct values for these COA categories, as its staff are most familiar with federal guidance (e.g., Federal Student Aid Handbook) and professional standards in determining COA.

Notes:
- If your institution offers room (housing) but does not offer board, refer to your institution's COA budgets to report an estimate of how much students would spend on board.
- Similarly, if your institution offers board but does not offer room (housing), refer to your institution's COA budgets to report an estimate of how much students would spend on room.

ⓘ If the **2020-21 tuition and/or fees as reported on this page** for *full-time, first-time students* are covered by a tuition guarantee program, check the applicable box(es) under 'Tuition Guarantee'. Additionally, please indicate the maximum % increase that is guaranteed. *These numbers are expected to be fairly small. Please contact the Help Desk if you are confused about these values and how to report them.*

Charges for full academic year	2017-18	2018-19	2019-20	2020-21	ⓘ Tuition Guarantee *(check only if applicable to entering students in 2020-21)*	Guaranteed increase %
Published tuition and required fees:						
In-district						
Tuition	3,744	3,996	4,176	4,428	☐	
Required fees	344	344	382	382	☐	
Tuition + fees total	4,088	4,340	4,558	4,810		
In-state						
Tuition	3,744	3,996	4,176	4,428	☐	
Required fees	344	344	382	382	☐	
Tuition + fees total	4,088	4,340	4,558	4,810		
Out-of-state						
Tuition	8,496	8,856	9,036	9,288	☐	
Required fees	344	344	382	382	☐	
Tuition + fees total	8,840	9,200	9,418	9,670		
Books and supplies	1,689	1,689	1,692	1,731		
Off-campus (not with family):						
Room and board	11,787	11,880	12,390	12,434		
Other expenses	3,453	3,770	3,582	3,423		
Room and board and other expenses	15,240	15,650	15,972	15,857		
Off-campus (with family):						
Other expenses	3,453	3,770	3,582	3,423		

⊕You may use the box below to provide additional context for the data you have reported above. Context notes will be posted on the College Navigator website. Therefore, you should write all context notes using proper grammar (e.g., complete sentences with punctuation) and common language that can be easily understood by students and parents (e.g., spell out acronyms).

acronyms).

Part E - Athletic Association

1. Is this institution a member of a national athletic association?

◉ No

○ Yes - Check all that apply

    ☐ National Collegiate Athletic Association (NCAA)

    ☐ National Association of Intercollegiate Athletics (NAIA)

    ☐ National Junior College Athletic Association (NJCAA)

    ☐ United States Collegiate Athletic Association (USCAA)

    ☐ National Christian College Athletic Association (NCCAA)

    ☐ Other

2. If this institution is a member of the NCAA or NAIA, specify the conference FOR EACH SPORT using the pull-down menu.

Sport	NCAA or NAIA member	Conference
Football	◉ No ○ Yes-Specify	Select One ▼
Basketball	◉ No ○ Yes-Specify	Select One ▼
Baseball	◉ No ○ Yes-Specify	Select One ▼
Cross country and/or track	◉ No ○ Yes-Specify	Select One ▼

Prepared by

Prepared by

Reporting Reminders:
- The name of the preparer is being collected so that we can follow up with the appropriate person in the event that there are questions concerning the data.
- The Keyholder will be copied on all email correspondence to other preparers.
- The time it took to prepare this component is being collected so that we can continue to improve our estimate of the reporting burden associated with IPEDS.
- Please include in your estimate the time it took for you to review instructions, query and search data sources, complete and review the component, and submit the data through the Data Collection System.
- Thank you for your assistance.

This survey component was prepared by:

◉ Keyholder	○ SFA Contact	○ HR Contact
○ Finance Contact	○ Academic Library Contact	○ Other

Name:	Laura Massey
Email:	laura.massey@pcc.edu

How many staff from your institution only were involved in the data collection and reporting process of this survey component?

2.00	Number of Staff (including yourself)

How many hours did you and others from your institution only spend on each of the steps below when responding to this survey component?
Exclude the hours spent collecting data for state and other reporting purposes.

Staff member	Collecting Data Needed	Revising Data to Match IPEDS Requirements	Entering Data	Revising and Locking Data
Your office	1.00 hours	hours	1.00 hours	1.00 hours
Other offices	1.00 hours	hours	hours	hours

Institutional Characteristics Component Summary

IPEDS collects important information regarding your institution. All data reported in IPEDS survey components become available in the IPEDS Data Center and appear as aggregated data in various Department of Education reports. Additionally, some of the reported data appears specifically for your institution through the College Navigator website and is included in your institution's Data Feedback Report (DFR). The purpose of this summary is to provide you an opportunity to view some of the data that, when accepted through the IPEDS quality control process, will appear on the College Navigator website and/or your DFR. College Navigator is updated approximately three months after the data collection period closes and Data Feedback Reports will be available through the Data Center and sent to your institution's CEO in November 2020.

Please review your data for accuracy. If you have questions about the data displayed below after reviewing the data reported on the survey screens, please contact the IPEDS Help Desk at:

Academic Year Reporters

GENERAL INFORMATION	
Mission Statement	http://www.pcc.edu/about/administration/board/policies/b101.html
Are all the programs at your institution offered exclusively via distance education programs?	No
Special Learning Opportunities	Study abroad Weekend/evening college Teacher certification (below the postsecondary level)
Student Services	Remedial services Academic/career counseling services Employment services for current students Placement services for program completers On-campus day care for children of students
Credit Accepted	Dual credit (college credit earned while in high school) Advanced placement (AP) credits
Undergraduate students enrolled who are formally registered with office of disability services	3 percent or less

PRICING INFORMATION				
Estimated expenses for academic year for full-time, first-time students	2017-18	2018-19	2019-20	2020-21
In-district tuition and fees	$4,088	$4,340	$4,558	$4,810
In-state tuition and fees	$4,088	$4,340	$4,558	$4,810
Out-of-state tuition and fees	$8,840	$9,200	$9,418	$9,670
Books and supplies	$1,689	$1,689	$1,692	$1,731
Off-campus room and board	$11,787	$11,880	$12,390	$12,434
Off-campus other expenses	$3,453	$3,770	$3,582	$3,423
Off-campus with family other expenses	$3,453	$3,770	$3,582	$3,423
Average student tuition and fees for academic year 2020-21	Tuition		Fees	
		$4,428		$382
In-state		$4,428		$382
Out-of-state		$9,288		$382
Alternative tuition plans	Tuition payment plan			

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Edit Report

Institutional Characteristics

There are no errors for the selected survey and institution.

U.S. Department of Education
National Center for Education Statistics

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