

Institutional Characteristics, 237701
West Virginia University-Potomac State College, 2012-13

Part A - Mission Statement

1. Provide the institution's mission statement or a web address (URL) where the mission statement can be found.

Mission Statement URL: http://www.potomacstatecollege.edu/academics/library/mission_statement.html

Please begin URL with "http://" or "https://"

2. Are all the programs at your institution offered completely via distance education?

<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
--------------------------	-----	-------------------------------------	----

Part B - Admissions and Estimated Enrollment

1. Does your institution have an open admission policy for all or most entering first-time degree/certificate-seeking undergraduate-level students?

If the only requirement for admission is a high school diploma or GED/other equivalent, your institution is still considered open admission. Institutions that require only an Ability to Benefit or similar test beyond the diploma/equivalent, and only reject a very small number of students based on the test, are also considered open admission.

If your institution does not have an open admission policy, you will be expected to answer additional questions (B2, B3, and B4) regarding your admissions procedures and admissions yield.

<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	-----	--------------------------	----

Due to space limitations, nonresident students with less than a 2.0 high school grade point average are typically not admitted.

Part B - Estimated Fall Enrollment

Estimated 2012 Fall Enrollment

Provide an early estimate of the institution's fall enrollment for all levels offered. Levels should match those indicated 'Yes' in the IC Header survey. Estimates should be based on the definitions used in the IPEDS Fall Enrollment component submitted during the spring college (for academic institutions report an estimate of the students that are/will be enrolled as of October 15, 2012; for program reporter institutions report an estimate of students enrolled in your institution at any time between August 1, and October 31, 2012). Prior year (PY) Fall Enrollment counts are provided for reference.

	Full-time	FT PY Enrollment	Part-time	PT PY Enrollment	Total
Undergraduate (academic or occupational programs)	1,436	1,388	345	414	1,781
Of undergraduates, those who are first-time, degree/certificate-seeking students)	722	715	8	5	730
Graduate					

Part C - Student Services - Special Learning Opportunities

1. Does your institution accept any of the following? (Check all that apply)

<input checked="" type="checkbox"/>	Dual credit (college credit earned while in high school)
<input checked="" type="checkbox"/>	Credit for life experiences
<input checked="" type="checkbox"/>	Advanced placement (AP) credits
<input type="checkbox"/>	None of the above

Institutional Characteristics, 237701

West Virginia University-Potomac State College, 2012-13

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

<input type="checkbox"/>	ROTC						
	<table border="1"> <tr> <td><input type="checkbox"/></td> <td>Army</td> <td><input type="checkbox"/></td> <td>Navy</td> <td><input type="checkbox"/></td> <td>Air Force</td> </tr> </table>	<input type="checkbox"/>	Army	<input type="checkbox"/>	Navy	<input type="checkbox"/>	Air Force
<input type="checkbox"/>	Army	<input type="checkbox"/>	Navy	<input type="checkbox"/>	Air Force		
<input checked="" type="checkbox"/>	Study abroad						
<input type="checkbox"/>	Weekend/evening college						
<input type="checkbox"/>	Teacher certification (for the elementary, middle school/junior high, or secondary level) <i>Do not include certifications to teach at the postsecondary level.</i>						
<input type="checkbox"/>	Students can complete their preparation in certain areas of specialization						
<input type="checkbox"/>	Students must complete their preparation at another institution for certain areas of specialization						
<input type="checkbox"/>	This institution is approved by the state for the initial certification or licensure of teachers.						
<input type="checkbox"/>	None of the above						

3. If your institution grants a bachelor's degree or higher but does not offer a full 4-year program of study at the undergraduate level, how many years of completed college-level work are required for entrance?

Number of years Select one

Part C - Student Services - Distance Opportunities

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

<input checked="" type="checkbox"/>	Remedial Services
<input checked="" type="checkbox"/>	Academic/career counseling services
<input checked="" type="checkbox"/>	Employment services for current students
<input checked="" type="checkbox"/>	Placement services for program completers
<input type="checkbox"/>	On-Campus day care for children of students
<input type="checkbox"/>	None of the above

5. Does your institution have its own library or are you financially supporting a shared library with another postsecondary education institution?

<input checked="" type="checkbox"/>	Have our own library
<input type="checkbox"/>	Do not have our own library but contribute financial support to a shared library
<input type="checkbox"/>	Neither of the above

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

	No	X	Yes
<input type="checkbox"/>			
	Tuition guarantee		
	Prepaid tuition plan		
<input checked="" type="checkbox"/>			
	Tuition payment plan		
<input type="checkbox"/>	Other (specify in box below)		

Institutional Characteristics, 237701
West Virginia University-Potomac State College, 2012-13

7. Please indicate at what level(s) your institution offers distance education opportunities (courses and/or programs)

<input checked="" type="checkbox"/>	Undergraduate
<input type="checkbox"/>	Graduate
<input type="checkbox"/>	The institution does not offer distance education opportunities

Part C - Disability Service

Please indicate the percentage of all undergraduate enrolled during fall 2011 who were formally registered as students with disabilities with the institution's office of disability services (or the equivalent office).

<input type="checkbox"/>	3 percent or less	<input type="checkbox"/>	5%
<input checked="" type="checkbox"/>	More than 3 percent		

Part D - Student Charges Questions

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

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 screen question, and your response does not show up on College Navigator.

*If you make any exceptions to this rule, and have even one first-time, full-time student living off-campus, please answer **No** so that this doesn't 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.*

<input checked="" type="checkbox"/>	No
<input type="checkbox"/>	Yes, and we do not make ANY (even one) exceptions to his rule)

2. Does your institution charge different tuition for in-district, in-state, or out-of-state 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 **es** if you rally charge different tuition rates, or you will be reporting the same numbers 3 times.

<input type="checkbox"/>	No
<input checked="" type="checkbox"/>	Yes

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

*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*

<input type="checkbox"/>	No
<input checked="" type="checkbox"/>	Yes
<input type="checkbox"/>	735 Specify <u>housing capacity</u> for academic year 2012-13

4. Do you offer board or meal plans to your students?

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

<input type="checkbox"/>	No		
<input checked="" type="checkbox"/>	Yes - Enter the number of meals per week in the maximum meal plan available	<input type="checkbox"/>	19
<input type="checkbox"/>	Yes - Number of meals per week can vary (e.g., students' charge meals against a meal card)		

Institutional Characteristics, 237701
West Virginia University-Potomac State College, 2012-13

Part D - Undergraduate Student Charges

If the institution charges an application fee, indicate the amount

Undergraduate application fee

Amount	Prior year

5. Charges to full-time undergraduate students for the full academic year 2012-13

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

	In-district	Prior Year	In-State	Prior Year	Out-of-state	Prior Year
All full-time undergraduate						
Average tuition	\$3,178	\$3,058	\$3,178	\$3,058	\$9,134	\$8,990
Required fees	\$0	\$0	\$0	\$0	\$0	\$0

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, sophomores, etc.).

	In-district	Prior Year	In-State	Prior Year	Out-of-state	Prior Year
Per credit hour charge	\$132	\$129	\$132	\$129	\$380	\$376

Part D - Student Charges - Room and Board

10. What are the typical room and board charges for a student for the full academic year 2012-13?

If your institution offers room or board at no charge to students, enter zero

If you report room and board separately, leave the combined charge blank. If you report a combined charge, leave the room and board charges blank

Room and board charges

Room charge (Double occupancy)

Board charge (Maximum plan)

Combined room and board charge

(Answer only if you CANNOT separate room and board charges)

Amount	Prior Year
\$3,970	\$3,860
\$3,550	\$3,430
NA	

Part D - Student Charges - Price of Attendance

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

Please enter the amounts requested below. These data will be made available to the public on College Navigator. If your institution participates in any Title IV programs (Pell, Stafford, etc.), you must complete all information. Estimates of expenses for books and supplies, room and board, and other expenses are those from the Cost of Attendance report used by the financial aid office in determining financial need. Please talk to your financial aid office to get these numbers, to ensure that you are reporting correctly.

If the **2012-13 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(as) under 'Tuition Guarantee'. Additionally, please indicate the maximum % increase that is guaranteed. *These numbers are expected to be fairly small.*

Institutional Characteristics, 237701
West Virginia University-Potomac State College, 2012-13

Charges for full academic year	2009-10	2010-11	2011-12	2012-13		
Published tuition and required fees:					Tuition Guarantee (check only if applicable to entering students in 2012-13)	Guaranteed increase %
In-district						
Tuition	\$2,886	\$2,886	\$3,058	\$3,178		
Required fees	\$0	\$0	\$0	\$0		
Tuition + fees total	\$2,886	\$2,886	\$3,058	\$3,178		
In-state						
Tuition	\$2,886	\$2,886	\$3,058	\$3,178		
Required fees	\$0	\$0	\$0	\$0		
Tuition + fees total	\$2,886	\$2,886	\$3,058	\$3,178		
Out-of-state						
Tuition	\$8,746	\$8,746	\$8,990	\$9,134		
Required fees	\$0	\$0	\$0	\$0		
Tuition + fees total	\$8,746	\$8,746	\$8,990	\$9,134		
Books & Supplies	\$1,178	\$1,144	\$1,140	\$1,050		
On campus:						
Room and board	\$7,154	\$7,154	\$7,290	\$7,520		
Other expenses	\$1,782	\$2,234	\$2,428	\$2,448		
Room & board & other expenses	\$8,936	\$9,388	\$9,718	\$9,968		
Off-campus (not with family):						
Room and board				\$7,520		
Other expenses				\$2,448		
Room & board & other expenses	\$0	\$0	\$0	\$9,968		
Off-campus (with family):						
Other expenses				\$2,690		

You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

Although Potomac State has a live-on-campus policy for all students, exceptions are made for students residing within commuting distance. We previously did not report off campus expenses so this is the first year that dollar figures for these fields are provided.

Institutional Characteristics, 237701
West Virginia University-Potomac State College, 2012-13

Part E - Athletic Association

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

<input type="checkbox"/>	No
<input checked="" type="checkbox"/>	Yes - Check all that apply.
<input type="checkbox"/>	National Collegiate Athletic Association (NCAA)
<input type="checkbox"/>	National Association of Intercollegiate Athletics (NAIA)
<input checked="" type="checkbox"/>	National Junior College Athletic Association (NJCAA)
<input type="checkbox"/>	United States Collegiate Athletic Association (USCAA)
<input type="checkbox"/>	National Christian College Athletic Association (NCCAA)
<input type="checkbox"/>	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	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes-Specify	
Basketball	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes-Specify	
Baseball	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes-Specify	
Cross country and/or track	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes-Specify	

General Information

Mission Statement http://www.potomacstatecollege.edu/academics/library/mission_statement.html

Are all the programs at your institution offered completely via distance education?	NO
Special Learning Opportunities	No
	Study abroad
Student Services	Remedial services
	Academic/career counseling services
	Employment services for current students
	Placement services for program completers
Credit Accepted	Dual credit (college credit earned while in high school)
	Credit for life experiences
	Advanced placement (AP) credits
Undergraduate students enrolled who are formally registered with office of disability services	5%

Institutional Characteristics, 237701
West Virginia University-Potomac State College, 2012-13

Pricing Information

Estimated expenses for academic year for full-time, first-time students	2009-10	2010-11	2011-12	2012-13
In-district tuition and fees	\$2,886	\$2,886	\$3,058	\$3,178
In-state tuition and fees	\$2,886	\$2,886	\$3,058	\$3,178
Out-of-state tuition and fees	\$8,746	\$8,746	\$8,990	\$9,134
Books and supplies	\$1,178	\$1,144	\$1,140	\$1,050
On-Campus Room and Board	\$7,154	\$7,154	\$7,290	\$7,520
On-Campus Other Expenses	\$1,782	\$2,234	\$2,428	\$2,448
Off-Campus Room and Board				\$7,520
Off-Campus Other Expenses				\$2,448
Off-Campus with family Other Expenses				\$2,690
Average undergraduate student tuition and fees for academic year 2012-13	Tuition	Fees		
In-district	\$3,178	\$0		
In-state	\$3,178	\$0		
Out-of-state	\$9,134	\$0		
Alternative tuition plans	Tuition payment plan			

Admissions Information

Open admission	Yes
-----------------------	-----