

## CAUTG Questionnaire: 2015-2016

Dear Colleague,

I ask for your help again with the annual Enrolment Report for the year 2015/16. Due to unforeseen circumstances this call comes out much later than anticipated. In order to submit the report to CAUTG, please return the survey to me via e-mail by **October 7, 2016**.

Please note that we changed the way data is collected: There is no longer the option to mail or fax your answers. Instead, We prepared an excel file into which you can directly enter your data. I ask that you send your filled excel file as an attachment to: **ursula.baer@ubc.ca**.

Please find below short answers to frequently asked questions. If you have any further questions, please don't hesitate to contact me via e-mail.

If we have omitted from the survey any category relevant to your program, please specify and give the numbers.

Thank you for participating in the 2015-2016 CAUTG Enrolment Survey.

Ursula Baer  
Enrolment Surveyor

### Frequently Asked Questions:

How do I report enrolments for full-year courses?

Enrolments for full-year courses are entered twice: once for fall and once for winter.

The abbreviations S, F and W are used as follows:

S15 = May – Aug. 2015

F15 = Sep. – Dec. 2015

W16 = Jan. – Apr. 2016

What is an intensive course?

An intensive course is a course that awards double credit. A full-year course offered in a shorter period (e.g. in one semester) is an intensive course. Enrolments for intensive courses taught in a semester should be doubled.

What is referred to by "Culture Courses Taught in Translation"?

These are German culture courses taught in languages other than German, e.g. in English or French. They are not courses that teach translation.

Where do I enter enrolments for film courses?

Some departments enter film course enrolments under culture. Other departments enter them under other. Please continue to enter them where you have been entering them.

What students do I include under B.A.s awarded?

Include only majors under B.A.s awarded. Do not include minors or any other program.

What if the numbers for degrees awarded are not yet available?

Please do not delay returning the form because you don't have degree data yet. I would ask that you report the degrees awarded later by email as soon as you get the information.