

**Institution: Guam Community College (240745)**

**User ID: P2407451**

### Completions Overview

Welcome to the IPEDS Completions survey component. The Completions component is one of several IPEDS components that is conducted during the Fall data collection period. It collects the number of degrees and certificates awarded by field of study, level of award, race/ethnicity, and gender. The reporting period for the Completions component is during the 12-month time period beginning July 1 of the previous calendar year and ending June 30 of the current calendar year; therefore, for this year's Completions component, the reporting period is between July 1, 2012 and June 30, 2013. The Completions component is also collecting the number of students (e.g., completers) who earned awards between July 1, 2012 and June 30, 2013.

### Completions Common Errors

Some common completions component errors include the following:

- Including award levels on your current year Completions that were not reported on your previous year's (PY) Institutional Characteristics (IC). [Award levels in the PY IC component cannot be changed; therefore, contact the IPEDS Help Desk at 1-877-225-2568 if you need assistance.]
- Forgetting to select CIP codes for new programs of study that are offered by the institution, but do not have completions for the reporting period.
- Forgetting to enter in zero in at least one of the cells for CIP codes that do not have completions.

### Recent Changes

- The following question on **distance education** has been added to the bottom of each individual "CIP Data" screen:  
"Is this program offered as a distance education program?"
- The following two screens, which collect data specifically on students were added to this component, beginning in the 2012-13 survey year:
  - **"All Completers"** - Collects the number of students who earned an award between July 1, 2012 and June 30, 2013 by gender and race/ethnicity. (The intent of this screen is to collect an **unduplicated count** of total numbers of completers.)
  - **"Completers by Level"** - Collects the number of students who earned an award between July 1, 2012 and June 30, 2013 by award level and 1) by gender; 2) by race/ethnicity; and 3) by age.

### General Information

CIP Codes:

The [CIP 2010 Website](#) includes a list of new CIP codes, a list of deleted CIP codes, a list of moved CIP Codes, and an online crosswalk of the 2000 CIP and 2010 CIP.

The Resources Page of the CIP 2010 website contains many valuable resources including:

- CIP 2010 Manual and copies of previous editions of the CIP Manual
- Crosswalk between the 2000 CIP codes and the 2010 CIP codes in Excel format

Keep in mind that some information provided by institutions on the Completions component appear in the [College Navigator](#), which is a major tool used by consumers searching for information about postsecondary education. It is therefore vitally important that you include accurate information about your institution.

Survey materials can be downloaded using the following link: [Survey Materials](#).

The prior year revision system can be accessed using the following link: [Prior Year Revision System](#)

**Completions CIP Data**

CIPCODE	Award Level	Major	Gender	Non Resident Alien	Hispanic / Latino	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Two or more Races	Race/ ethnicity unknown	Total	distance education program
10.0299 Audiovisual Communications Technologies/Technicians, Other	2 - Awards of at least 1 but less than 2 academic years	1	Men	0	0	0	0	0	0	0	0	0	0	
			Women	0	0	0	0	0	0	0	0	0	0	
			Total	0	0	0	0	0	0	0	0	0	0	No
10.0299 Audiovisual Communications Technologies/Technicians, Other	3 - Associate's degree	1	Men	0	0	0	3	0	0	2	0	0	5	
			Women	0	0	0	2	0	0	0	0	0	2	
			Total	0	0	0	5	0	0	2	0	0	7	No
11.0701 Computer Science	2 - Awards of at least 1 but less than 2 academic years	1	Men	0	0	0	0	0	0	0	0	0	0	
			Women	0	0	0	0	0	0	0	0	0	0	
			Total	0	0	0	0	0	0	0	0	0	0	No
11.0701 Computer Science	3 - Associate's degree	1	Men	0	0	0	4	0	0	0	0	0	4	
			Women	0	0	0	0	0	2	0	0	0	2	
			Total	0	0	0	4	0	2	0	0	0	6	No
11.0901 Computer Systems Networking and Telecommunications	2 - Awards of at least 1 but less than 2 academic years	1	Men	0	0	0	0	0	0	0	0	0	0	
			Women	0	0	0	0	0	0	0	0	0	0	
			Total	0	0	0	0	0	0	0	0	0	0	No
11.0901 Computer Systems Networking and Telecommunications	3 - Associate's degree	1	Men	0	0	0	0	0	3	0	0	0	3	
			Women	0	0	0	0	0	0	0	0	0	0	
			Total	0	0	0	0	0	3	0	0	0	3	No
12.0401 Cosmetology/Cosmetologist, General	2 - Awards of at least 1 but less than 2 academic years	1	Men	0	0	0	0	0	0	0	0	0	0	
			Women	0	0	0	1	0	0	0	0	0	1	
			Total	0	0	0	1	0	0	0	0	0	1	No
12.0504 Restaurant, Culinary, and Catering Management/Manager	2 - Awards of at least 1 but less than 2 academic years	1	Men	0	0	0	0	0	0	0	0	0	0	
			Women	0	0	0	0	0	0	0	0	0	0	
			Total	0	0	0	0	0	0	0	0	0	0	No
12.0504 Restaurant, Culinary, and Catering Management/Manager	3 - Associate's degree	1	Men	0	0	0	6	0	2	0	0	0	8	
			Women	1	0	0	2	0	1	2	0	0	6	
			Total	1	0	0	8	0	3	2	0	0	14	No
13.0101 Education, General	2 - Awards of at least 1 but less than 2 academic years	1	Men	0	0	0	0	0	0	0	0	0	0	
			Women	0	0	0	0	0	0	0	0	0	0	
			Total	0	0	0	0	0	0	0	0	0	0	No
13.0101 Education, General	3 - Associate's degree	1	Men	0	0	0	0	0	0	0	0	0	0	
			Women	0	0	0	5	0	7	0	0	0	12	



CIPCODE	Award Level	Major	Gender	Non Resident Alien	Hispanic / Latino	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Two or more Races	Race/ ethnicity unknown	Total	distance education program
Automobile/Automotive Mechanics Technology/Technician	2 - Awards of at least 1 but less than 2 academic years		Total	0	0	0	0	0	0	1	0	0	1	No
47.0604 Automobile/Automotive Mechanics Technology/Technician	3 - Associate's degree	1	Men	0	0	0	2	0	0	0	0	0	2	
			Women	0	0	0	0	0	0	0	0	0	0	
			Total	0	0	0	2	0	0	0	0	0	2	No
51.0801 Medical/Clinical Assistant	2 - Awards of at least 1 but less than 2 academic years	1	Men	0	0	0	5	0	0	0	0	0	5	
			Women	0	1	0	17	0	3	1	0	0	22	
			Total	0	1	0	22	0	3	1	0	0	27	No
51.0801 Medical/Clinical Assistant	3 - Associate's degree	1	Men	0	0	0	5	0	0	0	0	0	5	
			Women	0	1	0	16	0	3	0	0	0	20	
			Total	0	1	0	21	0	3	0	0	0	25	No
51.1105 Pre-Nursing Studies	2 - Awards of at least 1 but less than 2 academic years	1	Men	0	0	0	1	0	1	0	0	0	2	
			Women	0	0	0	8	0	1	0	0	0	9	
			Total	0	0	0	9	0	2	0	0	0	11	No
51.3901 Licensed Practical/Vocational Nurse Training	2 - Awards of at least 1 but less than 2 academic years	1	Men	0	0	0	3	0	0	0	0	0	3	
			Women	0	0	0	12	1	1	1	0	0	15	
			Total	0	0	0	15	1	1	1	0	0	18	No
52.0201 Business Administration and Management, General	2 - Awards of at least 1 but less than 2 academic years	1	Men	0	0	0	0	0	0	0	0	0	0	
			Women	0	0	0	0	0	0	0	0	0	0	
			Total	0	0	0	0	0	0	0	0	0	0	No
52.0201 Business Administration and Management, General	3 - Associate's degree	1	Men	0	0	0	2	0	1	0	0	0	3	
			Women	0	0	0	1	0	2	0	0	0	3	
			Total	0	0	0	3	0	3	0	0	0	6	No
52.0301 Accounting	3 - Associate's degree	1	Men	0	0	0	2	0	1	0	0	0	3	
			Women	0	0	0	4	0	4	0	0	0	8	
			Total	0	0	0	6	0	5	0	0	0	11	No
52.0402 Executive Assistant/Executive Secretary	3 - Associate's degree	1	Men	0	0	0	0	0	0	0	0	0	0	
			Women	0	0	0	0	0	1	0	0	0	1	
			Total	0	0	0	0	0	1	0	0	0	1	No
52.0408 General Office Occupations and Clerical Services	2 - Awards of at least 1 but less than 2 academic years	1	Men	0	0	0	0	0	0	0	0	0	0	
			Women	0	0	0	0	0	0	0	0	0	0	
			Total	0	0	0	0	0	0	0	0	0	0	No
52.0903 Tourism and Travel Services Management	3 - Associate's degree	1	Men	0	0	0	0	0	0	0	0	0	0	
			Women	0	0	0	1	0	0	0	0	0	1	
			Total	0	0	0	1	0	0	0	0	0	1	No

CIPCODE	Award Level	Major	Gender	Non Resident Alien	Hispanic / Latino	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Two or more Races	Race/ ethnicity unknown	Total	distance education program
52.0904 Hotel/Motel Administration/Management	3 - Associate's degree	1	Men	0	0	0	0	0	0	0	0	0	0	
			Women	0	0	0	0	0	0	0	0	0	0	
			Total	0	0	0	0	0	0	0	0	0	0	No
52.0905 Restaurant/Food Services Management	3 - Associate's degree	1	Men	0	0	0	0	0	1	0	0	0	1	
			Women	0	0	0	0	0	2	0	0	0	2	
			Total	0	0	0	0	0	3	0	0	0	3	No
52.1801 Sales, Distribution, and Marketing Operations, General	2 - Awards of at least 1 but less than 2 academic years	1	Men	0	0	0	0	0	0	0	0	0	0	
			Women	0	0	0	0	0	0	0	0	0	0	
			Total	0	0	0	0	0	0	0	0	0	0	No
52.1801 Sales, Distribution, and Marketing Operations, General	3 - Associate's degree	1	Men	1	0	0	2	0	1	0	0	0	4	
			Women	0	0	0	0	0	1	0	0	0	1	
			Total	1	0	0	2	0	2	0	0	0	5	No

Completions: total by first major

99.0000 Summary Grand Totals	Award Level	Nonresi- dent alien	Hispanic Latino	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Two or more Races	Race/ ethnicity unknown	Total	PY Total
<b>Awards of at least 1 but less than 2 academic years</b>	<b>2</b>											
Men		0	0	0	14	0	4	2	0	0	20	28
Women		0	1	0	42	1	13	2	0	0	59	85
<b>Total</b>		0	1	0	56	1	17	4	0	0	79	113
<b>Associate's degree</b>	<b>3</b>											
Men		1	0	0	33	0	16	3	0	1	54	125
Women		1	1	0	41	0	37	2	0	1	83	148
<b>Total</b>		2	1	0	74	0	53	5	0	2	137	273
Grand Total Men		1	0	0	47	0	20	5	0	1	74	153
Grand Total Women		1	2	0	83	1	50	4	0	1	142	233
Grand Total		2	2	0	130	1	70	9	0	2	216	386
PY Grand Total Men		0	0	0	72	3	73	5	0	0		153
PY Grand Total Women		9	3	0	109	4	94	14	0	0		233
PY Grand Total		9	3	0	181	7	167	19	0	0		386


## All Completers

Institutions must report the following information. (Some data will be pre-populated from the completions by CIP code data.)

## All Completers

Number of students by gender and race and ethnicity earning an award between July 1, 2012 and June 30, 2013. Count each student only once, regardless of how many awards he/she earned. The intent of this screen is to collect an unduplicated count of total numbers of *completers*.

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

	Men		Women		Total Students
	Number of Students	Total Awards	Number of Students	Total Awards	
<u>Nonresident alien</u>	<input type="text" value="1"/>	1	<input type="text" value="1"/>	1	2
<u>Hispanic/Latino</u>	<input type="text" value="0"/>	0	<input type="text" value="2"/>	2	2
<u>American Indian or Alaska Native</u>	<input type="text" value="0"/>	0	<input type="text" value="0"/>	0	0
<u>Asian</u>	<input type="text" value="47"/>	47	<input type="text" value="83"/>	83	130
<u>Black or African American</u>	<input type="text" value="0"/>	0	<input type="text" value="1"/>	1	1
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text" value="20"/>	20	<input type="text" value="50"/>	50	70
<u>White</u>	<input type="text" value="5"/>	5	<input type="text" value="4"/>	4	9
<u>Two or more races</u>	<input type="text" value="0"/>	0	<input type="text" value="0"/>	0	0
<u>Race and ethnicity unknown</u>	<input type="text" value="1"/>	1	<input type="text" value="1"/>	1	2
<b>TOTAL</b>	 74	74	142	142	216
<b>PY TOTAL</b>	153		233		386

## Completers by Level

Institutions must report the following information. This screen will be shown for each of the following award categories for which completions have been reported:

- Less than 1-year certificates
- At least 1 but less than 4-year certificates
- Associate's degrees
- Bachelor's degrees
- Master's degrees
- Doctor's degrees
- Postbaccalaureate and post-master's certificates

## At least 1 but less than 4-year certificates

Number of students by gender, by race and ethnicity, and by age earning this award between July 1, 2012 and June 30, 2013. Each student should be counted once per award level. For example, if a student earned a master's degree and a doctor's degree, he/she should be counted once in master's and once in doctor's. A student earning two master's degrees should be counted only once.


- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

	Number of Students	Total Awards
<b>By Gender</b>		
Men	<input type="text" value="20"/>	20
Women	<input type="text" value="59"/>	59
<b>TOTAL</b>	79	79
PY TOTAL	113	
<b>By Race/Ethnicity</b>		
<u>Nonresident alien</u>	<input type="text" value="0"/>	0
<u>Hispanic/Latino</u>	<input type="text" value="1"/>	1
<u>American Indian or Alaska Native</u>	<input type="text" value="0"/>	0
<u>Asian</u>	<input type="text" value="56"/>	56
<u>Black or African American</u>	<input type="text" value="1"/>	1
<u>Native Hawaiian or Other Pacific Islander</u>		17



	<input type="text" value="17"/>	
<u>White</u>	<input type="text" value="4"/>	4
Two or more races	<input type="text" value="0"/>	0
<u>Race and ethnicity unknown</u>	<input type="text" value="0"/>	0
<b>TOTAL</b>	79	79

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 <b>By Age</b>		
Under 18	<input type="text" value="0"/>	
18-24	<input type="text" value="52"/>	
25-39	<input type="text" value="26"/>	
40 and Above	<input type="text" value="1"/>	
Age Unknown	<input type="text" value="0"/>	
<b>TOTAL</b>	79	79

Completers by Level

Institutions must report the following information. This screen will be shown for each of the following award categories for which completions have been reported:

- Less than 1-year certificates
- At least 1 but less than 4-year certificates
- Associate's degrees
- Bachelor's degrees
- Master's degrees
- Doctor's degrees
- Postbaccalaureate and post-master's certificates

Associate's degrees


Number of students by gender, by race and ethnicity, and by age earning this award between July 1, 2012 and June 30, 2013. Each student should be counted once per award level. For example, if a student earned a master's degree and a doctor's degree, he/she should be counted once in master's and once in doctor's. A student earning two master's degrees should be counted only once.

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

	Number of Students	Total Awards
By Gender		
Men	54	54
Women	83	83
TOTAL	<div><div></div>137</div>	137
PY TOTAL	273	
By Race/Ethnicity		
Nonresident alien	2	2
Hispanic/Latino	1	1
American Indian or Alaska Native	0	0
Asian	74	74
Black or African American	0	0

<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text" value="53"/>	53
<u>White</u>	<input type="text" value="5"/>	5
Two or more races	<input type="text" value="0"/>	0
<u>Race and ethnicity unknown</u>	<input type="text" value="2"/>	2
<b>TOTAL</b>	137	137

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 <b>By Age</b>		
Under 18	<input type="text" value="0"/>	
18-24	<input type="text" value="83"/>	
25-39	<input type="text" value="49"/>	
40 and Above	<input type="text" value="5"/>	
Age Unknown	<input type="text" value="0"/>	
<b>TOTAL</b>	137	137

## 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 2014.

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: 1-877-225-2568 or [ipedshelp@rti.org](mailto:ipedshelp@rti.org).

## Summary of Completions Data

Award Level	Number of Completions	
	1 <sup>st</sup> major	2 <sup>nd</sup> major
<u>Postsecondary award, certificate, or diploma (at least 1 but less than 2 academic years)</u>	79	0
<u>Associate's degree</u>	137	0
Total number of degrees and certificates	216	

## Summary of Completers Data

	Number of Students		
	Men	Women	Total
All Completers	74	142	216

## Completions

## Guam Community College (240745)

Source	Description	Severity	Resolved	Options
Global Edits				
Perform Edits	The race/ethnicity distribution for men across all 6-digit programs and all award levels has changed more than expected from the prior year. Please correct your data or explain. (Error #10512)	Explanation	Yes	
Reason:	Graduation numbers fluctuate from year to year due to variations in enrollment trends, course offerings, and the demographics of the student population.			
Perform Edits	Your institution reported in the prior year Institutional Characteristics survey that it offers undergraduate distance education opportunities (courses and/or programs), but you did not respond "Yes" to the distance education program question for any CIP code (award levels 1 to 5). Please correct your data or explain if your institution does not offer full programs via distance education. (Error #10585)	Explanation	Yes	
Reason:	The Guam Community College offers a wide range of instructional delivery formats that are detailed in the individual course guides. Two education courses ED220 Human Growth and Development and CD221 Child Growth and Development are published as online courses. in addition, ED270 Behavior Management can be offered as a hybrid course. The College does not offer full programs via distance education.			
Perform Edits	Your institution reported offering award level(s) (1:4) in the prior year IC Header survey, but you did not report offering any programs at this level here. Please correct your data or explain the discrepancy. (Error #10528)	Explanation	Yes	
Reason:	The Guam Community College has instituted the Certificate in Family Services degree program. The College no longer offers the Certificate in Cosmetology degree program and now offers courses that prepare students for industry certifications in the cosmetology field.			
Perform Edits	Current year completions (26) are outside the expected range when compared to completions reported in the prior year (53) for: Women, 2-digit field (13), award level (3). Please correct your data or explain. (Error #10506)	Explanation	Yes	
Reason:	Graduation numbers fluctuate from year to year due to variations in enrollment trends, course offerings, and the demographics of the student population.			
Perform Edits	Current year completions (8) are outside the expected range when compared to completions reported in the prior year (32) for: Men, 2-digit field (43), award level (3). Please correct your data or explain. (Error #10503)	Explanation	Yes	
Reason:	Graduation numbers fluctuate from year to year due to variations in enrollment trends, course offerings, and the demographics of the student population.			
Screen: Completers- All Completers				
Screen Entry	The total number of Men completers (74) is outside the expected range when compared to the prior year value. Please correct your data or contact the IPEDS Help Desk for assistance. (Error #10582)	Explanation	Yes	
Reason:	Graduation numbers fluctuate from year to year due to variations in enrollment trends, course offerings, and the demographics of the student population.			
Screen: Completers- Associate's degrees				
Screen Entry		Explanation	Yes	

	The total number of completers (Men + Women) reported for this award level (137) is outside the expected range when compared to the prior year value. Please correct your data or contact the IPEDS Help Desk for assistance. (Error #10584)			
Reason:	Graduation numbers fluctuate from year to year due to variations in enrollment trends, course offerings, and the demographics of the student population.			