

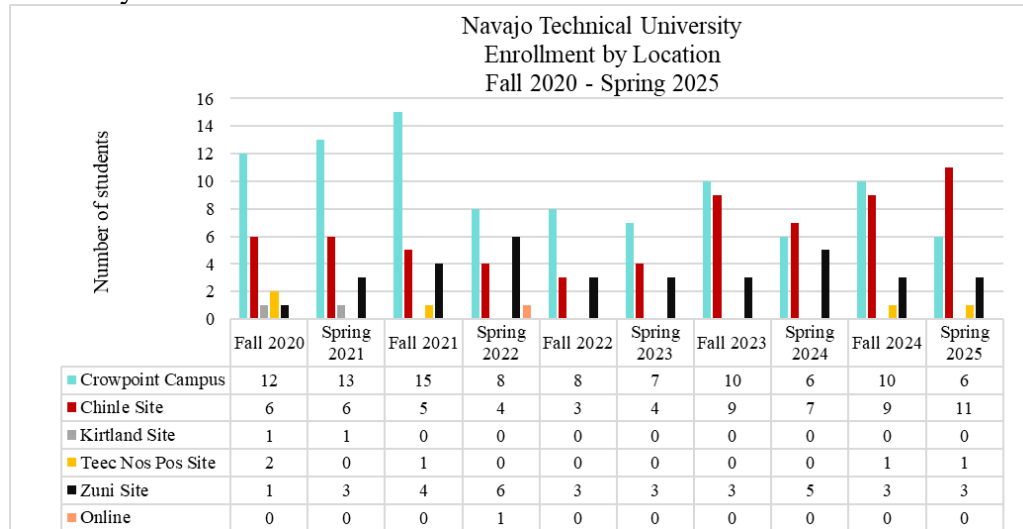
Certificate Program: Administrative Office Specialist

The following student enrollment data is based on Census Day count here at Navajo Technical University (NTU). Census day count (or Freeze Day count) is collected on the third Friday after the semester begins. The data collected is from Fall 2020 to Spring 2025 semesters for this program. The Office of Institutional Data and Reporting works in collaboration with the Registrar and the Director of Enrollment to produce and certify the semester enrollment.

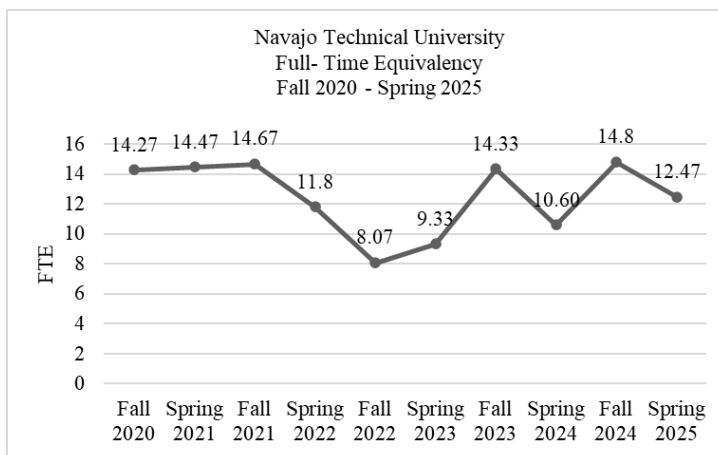
Navajo Technical University consists of six locations: Crownpoint Campus, Chinle Site, Kirtland Site, Teec Nos Pos Site, Zuni Site and online.

For more information, please contact Sheena Begay, Director of Institutional Data and Reporting at sheena.begay@navajotech.edu.

Graph 1, Enrollment by Location.



Graph 2, Enrollment by Full- Time Equivalency:

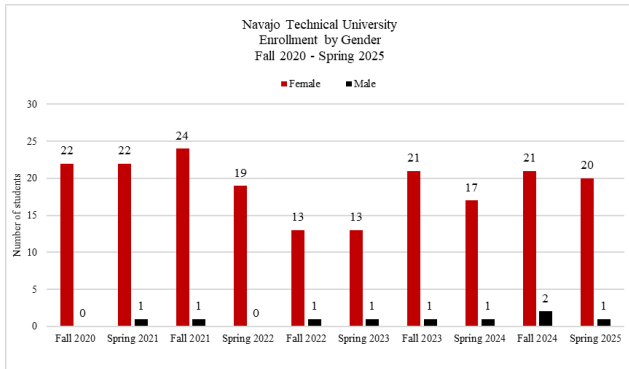


Full Time Equivalency:

NTU utilizes New Mexico Higher Education definition and calculations to determine FTE:

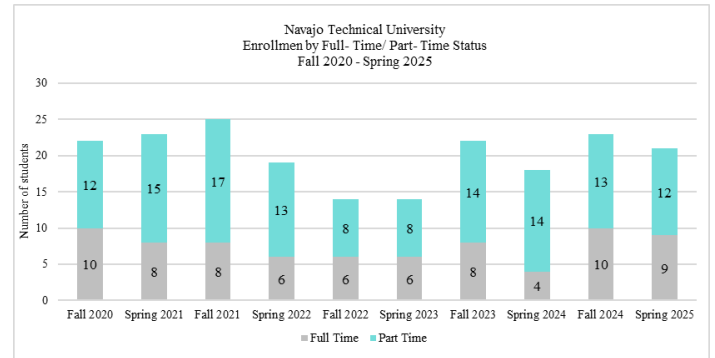
Undergraduates FTE =
Total Undergraduate Student Credit Hours
(SCH) divided by 15.

Graph 3, Enrollment by Gender:



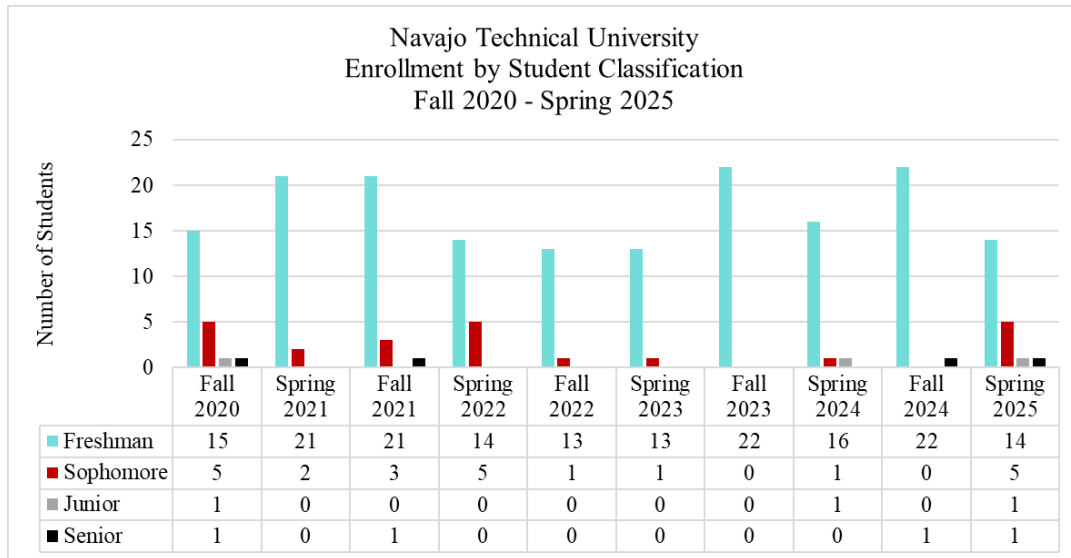
The graph above represents the enrollment by male or female students that are enrolled in the administrative office specialist program.

Graph 4, Enrollment by FT/ PT Status:



- Full- Time students are considered to be enrolled with 12 or more credit hours.
- Part- Time students are considered to be enrolled with 11 or less credit hours.

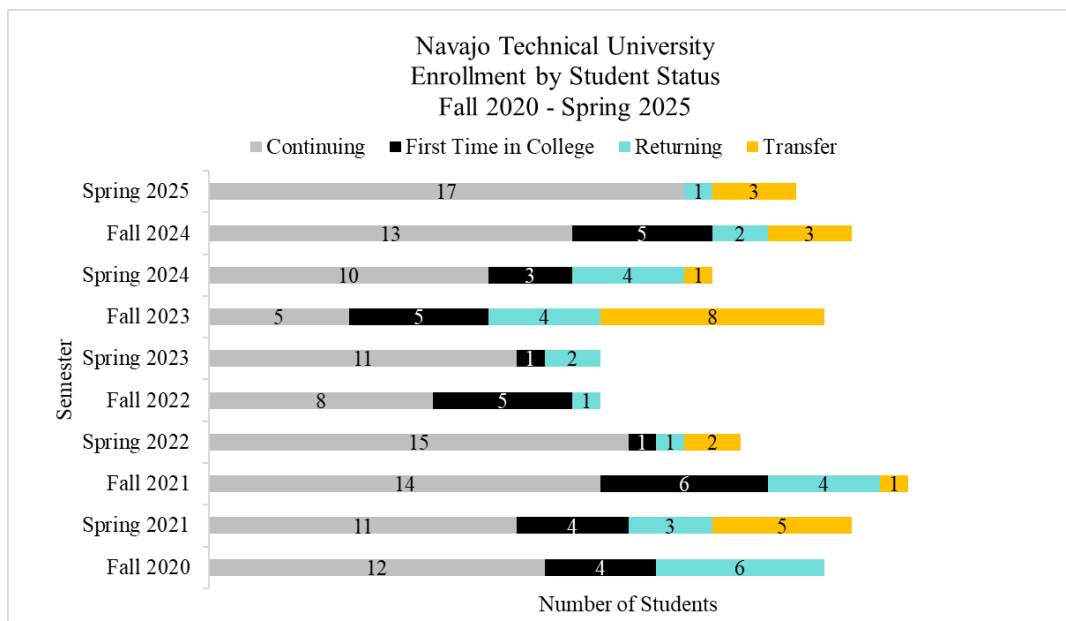
Graph 5, showcases the student academic classification within the program.



Student academic classification refers to:

- Freshman- a student who has completed 30 or less credit hours
- Sophomore- a student who has completed 31-59 credit hours
- Junior- A student who has completed 60-90 credit hours
- Senior- A student who has completed 91 or more credit hours

Graph 6, Student Status refers to the classification of enrolling students during a specified semester.



Continuing students: students who have continued their studies from Fall to Spring, or Spring to Fall semesters, without *stopping out*. (*stopping out* refers to a student who stopped attending the university and did not return during a fall or spring semester.

First- Time in College: students who has no prior post- secondary experience attending any institutions for the first time at the undergraduate level.

Returning: students who have stopped out for at least one semester (fall or spring semester) but have re- enrolled at Navajo Technical University to continue from seeking a degree or certificate.

Transfer: students who are entering the reporting institution for the first time but known have previously attend a post- secondary institution.

Number of Degree or Certificate Conferred Students by Semester	
Fall 2024	4
Spring 2024	1
Fall 2023	3
Spring 2023	3
Fall 2022	3
Spring 2022	0
Fall 2021	6
Spring 2021	8
Fall 2020	0

Conferred graduates refers to the student officially being awarded a degree or certificate by the Registrar.

Average Age of students in the Program	
Spring 2025	31
Fall 2024	33
Spring 2024	32
Fall 2023	35
Spring 2023	38
Fall 2022	38
Spring 2022	33
Fall 2021	36
Spring 2021	33
Fall 2020	31