

MARYLAND HIGHER EDUCATION COMMISSION
MHEC Form CC-S-6 Instructions
Community Colleges
(Revised 2015)

Introduction

The MHEC Form CC-S-6 replaces the former MHEC Form S-6 and is specific to community college enrollment reporting requirements. Data fields and data entry requirements are identical to the former version; however, two, formulated data cells have been added to Line 4, "Total Credit Hours of Enrollment," to calculate "Total FTDE" and "Total FTE." As indicated in the General Instructions, the Form CC-S-6 is customized, separately, for single-campus colleges (Form CC-S-6 Single-Campus) and for multi-campus colleges (Form CC-S-6 Multi-Campus). The Form CC-S-6 Multi-Campus is comprised of four, separate worksheets to report enrollment data at each campus and a fifth worksheet (s6form-All) formulated to provide a "Total" of combined campus enrollment data.

Credit Hours and Eligible Continuing Education Enrollment

General Instructions

This form provides Credit Hours of Enrollment and Eligible Continuing Education Enrollment data for your institution to the Commission and is due at the Commission each November for the Fall Semester.

Single-Campus institutions must report enrollment information using the CC-S-6 Single-Campus worksheet. Multi-Campus institutions must report enrollment for each of their campuses using the CC-S-6 Multi-Campus workbook, which includes separate worksheets to report enrollment data at each campus. The separate campus worksheets are linked to a formulated "s6form-All" worksheet, which is a compilation of all campus enrollment data. Enrollment reported on the "Campus" worksheet/tab is limited to instruction at the campus indicated.

NOTE: Yellow-shaded cells in the Single-Campus and Multi-Campus workbooks are formulated and should not be altered.

The credit hour data provided should be as of your institution's official Fall reporting date or as of October 15. This report shall be audited by the institutions' external auditors and shall be included in the audit report.

For purposes of deciding which location/time category enrollment shall be counted, use the 51% "rule"; that is count the enrollment in the location/time category which includes more than one half:

1. Classes should be reported in the time block where 51% or more of the class is held.
2. Credit classes that begin at times other than the official fall starting date should be included if 51% or more of the course meets during the fall semester.

3. Classes which meet at more than one location should be classified according to where 51% or more of the classes are held.

Lines 1 through 4 are to be completed by all public institutions. Line 5 is to be completed by public community colleges only. Lines 6 and 7 are to be completed by public community colleges for enrollments in eligible continuing education courses.

Credit Enrollment Instructions

Line 3 - Equated credit hours of enrollment for courses not reported on lines 1 or 2 – report equated credit hours of enrollment on this line -- equated on the same basis as normal credit courses, e.g., if 3 weekly contact hours of English 101 equals 3 credits, then 3 weekly contact hours of a prerequisite Non-Credit English may be equated to 3 credit hours. Equate short course to a full semester. If the semester is 16 weeks, then a 3 weekly contact hour Non-Credit English course lasting 8 weeks would count as 1.5 credit hours.

Line 4 – Total of lines 1, 2 and 3

Line 5 - Weekly Student Contact Hours (WSCH) -- The following formula should be used: separate the credit hours into the following categories: credit hours taught in classrooms (110) and laboratories (210). Divide each number by 15. This will yield the FTDE (full time day equivalent) for each category. Multiply the classroom FTDE by 12.5, and laboratory FTDE by 4.5. These calculations yield the WSCHs.

Non-Credit Enrollment Instructions

Line 6 – Report eligible, continuing education full-time day equivalent enrollment by averaging August, September and October of the previous fiscal year.

Line 7 - Weekly Student Contact Hours (WSCH) -- The following formula should be used for non-credit enrollment: $(\# \text{ of times course meets})(\# \text{ of minutes of instruction per class} / 50)(\text{eligible enrollment})$

Additional information can be found in the Continuing Education Manual for Maryland Community Colleges (<http://www.mhec.state.md.us/CCManual.pdf>)

Definitions:

For definitions of terms used in this form please refer to the Maryland Annual Data Collection Glossary available online at <http://data.mhec.state.md.us/macinfo/glossary.pdf>