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## MEMORANDUM

**TO:** Community College Chief Continuing Education Officers

**FROM:** Alan Gallegos, Associate Director, Career and Workforce Education

**RE:** Submission of CC-2 and CC-3 Enrollment Reports for FY 2017

**DATE:** June 29, 2017

The purpose of this memorandum is to review the procedures for submission of the enrollment reports for fiscal year 2017 which are due to the Maryland Higher Education Commission (MHEC) by August 1, 2017. **Distribute this information to all other departments on your campus that are involved in preparing either the CC-2 or the CC-3, particularly your community college's Maryland Annual Collection Coordinators and Business Officers.**

All CC-2 and CC-3 Summary Reports must be **received by MHEC (Attention: Alan Gallegos) no later than August 1, 2017.** It is essential that each community college meets this deadline, because MHEC calculates the FTE's eligible for State funding for all community colleges at the same time. A late or inaccurate CC-2 or CC-3 report from one college delays the processing of all colleges. MHEC will process these reports in a timely manner. However, colleges should be aware that, for purposes of your annual audit, the transmittal report for FY 2017 FTE's may not be available until on or about September 5, 2017.

Online edit checking and submission processes are available and should be utilized by the community colleges for submitting the CC-2 and CC-3 Reports. These capabilities are described in this memo and enclosures.

### **CC-2 ENROLLMENT SUMMARY REPORT FOR CREDIT COURSES**

***Please use the online CC-2 Edit Check and Submission process so that all reports are submitted electronically.*** The process is described in **Enclosure 2**.

Each community college should prepare the working CC-2 Report in accordance with the Code of Maryland Regulations, Title 13B Maryland Higher Education Commission, Subtitle 07 Community Colleges. The working CC-2 should then be used to prepare the CC-2 Summary Report that you will send to MHEC. **Enclosure 1** is a copy of the CC-2 Summary Report. Please report all the information requested on the enclosed form. Before submitting the CC-2 Summary Report, please check the math to ensure that the subtotals add up to the totals reported on the form.

The online CC-2 Edit Check and Submission process as described in **Enclosure 2**, allows you to check the totals and computation of the FTE according to the rounding method used in the MHEC system.

Again, ***please use this online process*** so that the data can be submitted electronically. *After the automatic edit check is complete, print out a copy and **have it signed** by the college president and **mailed** to MHEC.*

You can confirm the final online submission of data, and MHEC is automatically notified of that final submission. This is available at the MHEC Secure Data Web, <http://data.mhec.state.md.us>. You need to use your Maryland Annual Collection (MAC) user name and password to access the MAC menu and “CC-2 Enrollment Summary Report” data entry form. **Enclosure 2** displays the data entry form.

Only totals for each period are required. Please combine Summer I and Summer II FTE’s in accordance with 13B.07.03.02D(12) so there is only one summer entry on the form. “Other” includes intersession and/or other special sessions. Although MHEC requires totals, the college must maintain back-up materials in support of these totals.

*Do not submit supplemental or amended CC-2’s.* Incorporate any changes/corrections into your working online CC-2 and then transfer totals to the Summary CC-2.

**One hard copy of the CC-2 with original signatures of the preparer and the college president or chancellor is required.** The original signatures may be on a printed copy of the completed online CC-2 Enrollment Summary Report form.

### **CC-3 ENROLLMENT REPORT FOR (EQUATED CREDIT) CONTINUING EDUCATION**

**1. On-Line Editing and Submission Process:** The editing and submission process for the CC-3 Enrollment Report described in **Enclosure 3** is available online at the MHEC Secure Data Web, <http://data.mhec.state.md.us>. ***Please use the online CC-3 process.*** To access the Continuing Education (CE) Selection Menu, you will need to use the Continuing Education user name and password assigned by MHEC. At the bottom of the CE Selection Menu are the links to the CC-3 Upload and Edit processes. Your college CE security manager assigns permission to use the CC-3 upload process. After you login with your college-assigned CE userid and password, the links will be "live" and you can upload CC-3 files. Use the “CC-3 Preliminary Edit” link to run the editing process. For this process, you will upload a session pay period file in the standard CC-3 Course Summary file format from your computer to the MHEC Secure Data Web. The editing process produces two report files in ASCII text that you can save to your computer and review. When you have reviewed your reports, you can submit your file to MHEC for processing. Choose the “Final Submission to MHEC of CC-3 Course Summary File” link. Fill in the “File Certification” form information and upload the file to MHEC. MHEC is automatically notified that you have submitted a session file.

Preliminary editing and final submission of the file(s) to MHEC must be **completed by August 1, 2017**. See **Enclosure 3** for further information.

**2. Additional Information:** Please refer to the *Continuing Education Manual for Maryland Community Colleges* (Chapters VII and VIII) for additional instructions for completing the Enrollment Report for Continuing Education Courses (CC-3 Report). The manual is available on the Maryland Higher Education Commission web site. Go to the website at <http://www.mhec.state.md.us> and first click on “Publications” and then click on “Other Publications”.

**Enclosure 4** is a description of the decimal rounding technique used by MHEC in processing the CC-3 Report. In previous years, the rounding of decimals has resulted in discrepancies between the FTE requested for State aid by some colleges and the FTE computed by MHEC. Utilizing the online process will eliminate these discrepancies. Equated course hours are calculated by dividing the total course hours by 15 and rounding to two decimal places. For more information, refer to Enclosure 4 and Chapter Section VIII-A of the *Continuing Education Manual for Maryland Community Colleges*.

#### **NOTIFICATION OF ANY DISCREPANCIES IN ENROLLMENTS REPORTED**

After the CC-2 and CC-3 Enrollment Reports are submitted by August 1, 2016, the enrollments will be reviewed by MHEC staff. Your college will be notified if there are discrepancies between the enrollments reported for State funding on the CC-2 and CC-3 Summary Reports and those computed by MHEC. Please share the information with the auditors and other interested parties on your campus before the CC-4 Annual Financial Report is submitted. This will facilitate the process and ensure that the CC-4 Annual Financial Report reflects any required changes to enrollments reported for funding purposes.

We appreciate your cooperation in these important matters. Technical questions should be directed to Parris Jackson at [Parris.Jackson@maryland.gov](mailto:Parris.Jackson@maryland.gov) or 410-767-3101. If you have other questions, please contact me, Alan Gallegos at [Alan.Gallegos@maryland.gov](mailto:Alan.Gallegos@maryland.gov) or 410-767-3296.



Alan Gallegos

#### Enclosures

cc: James D. Fielder, Jr., Ph.D., Secretary  
Brad Phillips, Research Director, MACC  
Parris Jackson, Director of Information Systems, MHEC  
Geoff Newman, J.D., Assistant Secretary Finance and Administration, MHEC