

**ENROLLMENT SUMMARY REPORT FOR CREDIT COURSES**

Enclosure 1

Name of College: \_\_\_\_\_

| PERIOD  | TOTAL STUDENTS | TOTAL MARYLAND STUDENTS | IN COUNTY STUDENTS | OUT OF COUNTY STUDENTS | OTHER STATES INELIGIBLE & FOREIGN STUDENTS | CREDIT HOURS GENERATED | TOTAL FTE |
|---|----------------|-------------------------|--------------------|------------------------|--|------------------------|-----------|
| SUMMER  |                |                         |                    |                        |  |                        |           |
| FALL  |                |                         |                    |                        |  |                        |           |
| SPRING  |                |                         |                    |                        |  |                        |           |
| OTHER   |                |                         |                    |                        |  |                        |           |
| <b>SUBTOTAL</b>   |                |                         |                    |                        |  |                        |           |
| <b>LESS FTE REDUCTION FOR STUDENTS FUNDED UNDER FEDERAL, STATE, OR LOCAL CONTRACTS OR GRANTS [because of the application of COMAR 13B.07.03.04B(1)]</b> |                |                         |                    |                        |  |                        |           |
| <b>TOTAL FTE STUDENTS ELIGIBLE FOR STATE AID</b>  |                |                         |                    |                        |  |                        |           |

**INSTRUCTIONS:** Enrollments must be in college-level courses listed as credit courses in the college catalog or bulletin. Full-time equivalent enrollment is measured as of the end of the third week of classes each semester and after 20 percent of the time has lapsed for shorter sessions.

**CERTIFICATION OF MARYLAND STUDENTS FOR STATE AID**

This is to certify that \_\_\_\_\_ College is eligible for State aid for the Maryland residents reported above for the fiscal year \_\_\_\_\_, computed in accordance with the above instructions. I do solemnly affirm under penalties of perjury that the contents of the foregoing document are true and correct to the best of my knowledge, information and belief and that the submission conforms to provisions of the general policies of the Maryland Higher Education Commission and applicable statutes.

\_\_\_\_\_  
Signature of Preparer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of President or Chancellor

\_\_\_\_\_  
Date

Source: President Certified CC-2 Report

**Maryland Annual Collection  
CC2 Enrollment Summary Report for Credit Courses**

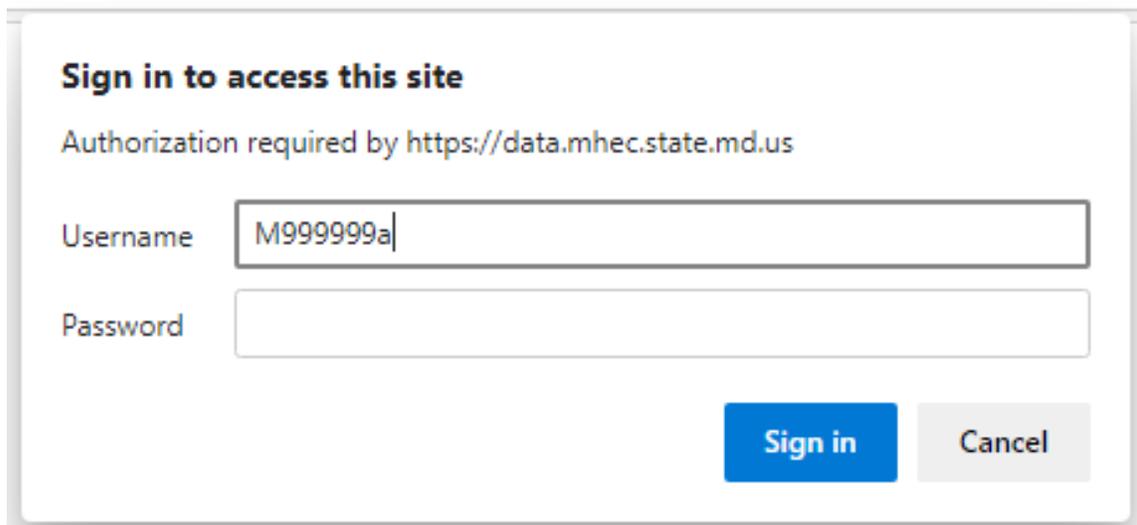
**Secure Data Web Instructions**

The Maryland Higher Education Commission has opened a secure data web site to support data transfers between higher education institutions and the Commission. The data is encrypted and transmitted through a secure socket layer. The data transfer access is protected and requires authentication. The website is:

<http://data.mhec.state.md.us>

**Under Secure File Transfer on the left side panel, select the “MAC Surveys” link.**

A secure logon is required to proceed to the Maryland Annual Collections Surveys (MAC) menu selection screen as illustrated below. Please use the MAC User ID and password assigned to your institution. Authenticated users will be able to enter data, edit, save and submit data for the CC2 Enrollment Summary for the institution.



**Sign in to access this site**  
Authorization required by <https://data.mhec.state.md.us>

Username

Password

## Maryland Annual Collection

Secure Data Web  
Selection Menu

|   |   |
|---|---|
|  | <h2>Maryland Higher Education<br/>Commission</h2> |
| <p>Student Success with Less Debt</p>   |   |

[Data Web Homepage](#) | [Selection Menu](#) | [File Transfer Help](#) | [Logout](#)

### Secure Data Web Maryland Annual Collection (MAC) Menu

File Upload Selections for MAC Surveys (MHEC-D, DE, CC6, S1, S3, S4, S5, S6, S7, S8, S9, S11, S15, S20, S25, S30). Private institutions can submit an NCI file here (BHMB, LCT, MUIH, NIRC, RTBC, SANS, SMSU, TALM, WITS, YES).

- [MAC Upload Forms ONLY MHEC-D, DE, CC6, S1, S3, S4, S5, S6, S7, S8, S9, S11, S15, S20, S25, S30, and NCI](#)
- Used for official submission of your file to MHEC.
  - A File Certification form is emailed to MHEC.
  - You can reupload your files with changes if needed.

#### MAC Surveys Submitted List

- [Collection Year - View the List of MAC Surveys Submitted.](#)

#### Online Data Entry Selections

- [CC2 Enrollment Summary Report for Credit Courses -](#)
  - [2020 CC2 Data Entry - Open for 2020](#)
  - [2020 CC2 View your summary only.](#)

Part of the Maryland Annual Collection menu web page is illustrated above. From this menu you can proceed to the file upload process. Under **“Online Data Entry Selections”** select and click the link under **“CC2 Enrollment Summary Report for Credit Courses.”** This link takes the user to a data entry form web page illustrated on the next page. Please read the instructions and notes. By pressing the “Tab” key you can enter each of session values across the web page.

- Use the "Tab" key to move from field to field. Required columns (C, D, E, F) are marked with an asterisk (\*). A one digit decimal value is required in F (Credit Hours Generated). H is required only if you have an FTE Reduction.
- Grey cells cannot be edited. Press [Calculate] to calculate subtotals and totals. The Total FTE will be calculated to two decimal digits. Rounding procedures are explained in the Rounding Procedures pdf document.
- You can change values or clear all values. If you change values be sure to [Calculate] and [Save]. To start over use the [Clear All Fields] button and then click the [Save] button. If you have questions please email [Robyn Brayton](mailto:Robyn.Brayton@mhec.org) or call at (410) 767-3106.
- Remember to [Save] entered values by clicking the [Save] button. This is **preliminary** until you **confirm the final version by clicking the "Save and Submit" button**. **Preliminary** means you have not submitted the form to MHEC. You can return to this form at a later date to change or add values.
- **Submit the completed version to MHEC by clicking the "Save and Submit" button**. MHEC will be notified by email that you have completed the survey. You can resubmit a changed version until the collection is closed. The latest version will be compared to the copy of this form that is mailed to MHEC with the College President's signature. Mail to MHEC, Attn: Dean Kendall, 6 N. Liberty St., 10th floor, Baltimore, MD 21201.

ENROLLMENT SUMMARY REPORT FOR CREDIT COURSES (CC-2)

| Period   | Total Students<br>A=(C+D+E) | Total Maryland Students<br>B=(C+D) | *In County Students<br>(C) | *Out of County Students<br>(D) | *Other States, Ineligible & Foreign Students<br>(E) | *Credit Hours Generated<br>(F) (required 1 decimal digit) | Total FTE<br>G=(F/30)<br>(required 2 decimal digits) |
|--|-----------------------------|------------------------------------|----------------------------|--------------------------------|---|---|--|
| Summer   | 77                          | 55                                 | 25                         | 30                             | 22  | 85.3  | 2.84   |
| Fall   | 10                          | 9                                  | 4                          | 5                              | 1   | 12.0  | 0.40   |
| Spring   | 26                          | 25                                 | 10                         | 15                             | 1   | 85.0  | 2.83   |
| Other  | 18                          | 11                                 | 5                          | 6                              | 7   | 8.2   | 0.27   |
| <b>SUBTOTAL</b>  | <b>131</b>                  | <b>100</b>                         | <b>44</b>                  | <b>56</b>                      | <b>31</b>   | <b>190.5</b>  | <b>6.34</b>  |
| Less FTE Reduction for students funded under federal, state, or local contracts or grants [because of the application of COMAR 13B.07.03.04B(1)] (H) |                             |                                    |                            |                                |   |   | 0.55   |
| <b>TOTAL FTE STUDENTS ELIGIBLE FOR STATE AID</b>   |                             |                                    |                            |                                |   |   | <b>5.79</b>  |

This CC-2 online form allows the user to enter - In County Students (C), Out of County Students (D), Other States, Ineligible and Foreign Students (E), Credit Hours Generated (F), and FTE Reduction (H). The gray columns and cells do not allow data entry. Click the [Calculate] button to compute Columns (A), (B), "Total FTE" (G) and the Subtotal row and Total FTE.

After your values are entered, click [Calculate]. To save your data you must click [Save]. Your data will be saved to the database as it is entered. This enables you to enter part of the data and come back at a later time to finish. If you want to start from the beginning, which is to change all the values to zeros, you can click the "Clear All Values" button to erase the values on the web page. You must click [Save] to save the zeros to the database. The "Reset" button is used to change values on the web page to the previously saved values.

When you are ready to submit the form to MHEC click [Save and Submit].

When you have entered all of your CC2 session data, click “Save and Submit”. This button requires that the data pass the edit check before you can view the confirmation page shown below. **Please print a copy of this web page form, then sign it and email it to Ashley Wallace at ashley.wallace@maryland.gov.** MHEC will be automatically notified that you have completed your CC2 Enrollment SummaryReport using the online web form.

**INSTRUCTIONS:** Enrollment must be in college-level courses listed as credit courses in the college catalog or bulletin. Full-time equivalent enrollment is measured as of the end of the third week of classes each semester and after 20 percent of the time has lapsed for shorter sessions.

**FINAL ENROLLMENT SUMMARY REPORT FOR CREDIT COURSES (CC-2)  
for Hagerstown Community College**

| Period   | Total Students | Total Maryland Students | In County Students | Out of County Students | Other States, Ineligible & Foreign Students | Credit Hours Generated | Total FTE    |
|--|----------------|-------------------------|--------------------|------------------------|---|------------------------|--------------|
| Summer   | 660            | 600                     | 500                | 100                    | 60  | 1234.5                 | 41.15        |
| Fall   | 0              | 0                       | 0                  | 0                      | 0   | 0.0                    | 0.00         |
| Spring   | 0              | 0                       | 0                  | 0                      | 0   | 0.0                    | 0.00         |
| Other  | 0              | 0                       | 0                  | 0                      | 0   | 0.0                    | 0.00         |
| <b>SUBTOTAL</b>  | 660            | 600                     | 500                | 100                    | 60  | 1234.5                 | 41.15        |
| Less FTE Reduction for students funded under federal, state, or local contracts or grants [because of the application of COMAR 13B.07.03.04B(1)] |                |                         |                    |                        |   |                        | 0.00         |
| <b>TOTAL FTE STUDENTS ELIGIBLE FOR STATE AID</b>   |                |                         |                    |                        |   |                        | <b>41.15</b> |

**CERTIFICATION OF MARYLAND STUDENTS FOR STATE AID**

This is to certify that Hagerstown Community College is eligible for State aid for the Maryland residents reported above for the fiscal year 2006, computed in accordance with the above instructions. I do solemnly affirm under penalties of perjury the the contents of the foregoing document are true and correct to the best of my knowledge, information and belief and that the submission conforms to provisions of the general policies of the Maryland Higher Education Commission and applicable statutes.

**Preparer:** Preparer Name **Date:** 6/12/2006 11:04:50 AM **President:** President Name

**Continuing Education Course Inventory  
CC3 Preliminary Edit and File Submission**

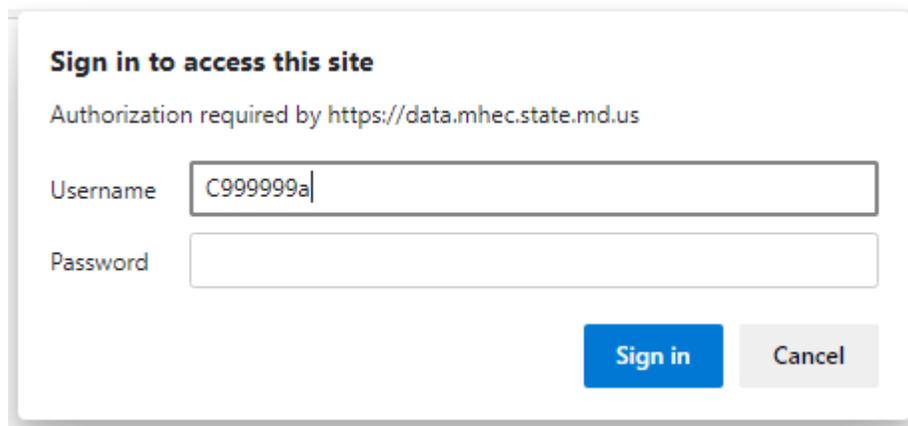
**Secure Data Web Instructions**

The Maryland Higher Education Commission has opened a secure data web site to support data transfers between higher education institutions and the Commission. The data file is encrypted and transmitted through a secure socket layer. The file transfer access is protected and requires authentication. The website is:

<http://data.mhec.state.md.us>

**Under Secure File Transfer on the left side panel, select the “Continuing Education” link.**

A secure logon is required to proceed to the Community College Continuing Education menu selection screen as illustrated below. Please use the Continuing Education USER ID and password assigned to your institution by MHEC. This accesses the **CC3 Preliminary Edit and File Submission** web page.



**Sign in to access this site**  
Authorization required by https://data.mhec.state.md.us

Username

Password

**Sign in** **Cancel**

## CC3 Preliminary Edit and File Submission Web Page

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.



**MHEC Secure Data Web**  
**Community College Continuing Education**  
**Selection Menu**



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- **CE Notices and Messages** -

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- The **CC-10 Online System** enables Maryland Community Colleges to submit Requests for State Funding of Continuing Education Courses (CC-10) online. Please **login-->>** to use the following processes.
  - **Prepare a CC-10**- Add, Edit, Copy, Delete, Print or Find a CC-10 Course Request
  - **Review A CC-10** - Find, Print, Review and Evaluate a CC-10 Course Request
  - **Submit a CC-10** - Submit CC-10 to MHEC, Review MHEC Response, and Resubmit CC-10 to MHEC
  - **CC-10's Reviewed by MHEC**- View MHEC Approvals, Denials and Returns
  - **Get UP-10 Reports**- Save Up-10 Reports of courses reviewed by MHEC.
  - **Manage CE Online Security**- Add or delete users, and edit permissions.
  - **CC-10 File Upload** of courses approved for State funding.

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- **CC-10 Search for Classification of Instructional Program (CIP) Codes**
  - **By CC-10 Subject Area** 
  - **By Word Match** 
  - **Subject/CIP Excel Sheet**   (MHEC crosswalk of subject and CIP codes)

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- **Search the Approved Course Inventory** of all community colleges.
  - **Quick Search**  -- by Continuing Education Course Number or Course Title for one college or all colleges.
  - **Advanced Search**  -- by College, Subject, Intent, Contact Hours, Method, Special Population and/or Last Year Approved.
  - **Course Inventory Summary Report**  -- by Special Population, Intent, Method, and Subject Area for one college or all colleges

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- **Inventory Download**  of courses approved for State funding. This option is **Not Available** for Search ID users.

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- The **CC-3 Upload System** to pre-edit and submit Course Summary files online. Requires login and permission to use the following processes.
  - **PRE-EDIT CC-3 File** of courses approved for State funding.
  - **Final Submission to MHEC of CC-3 Course Summary Files.**

**Login/Logout**

**Login to the CE Online System**

User ID

Password

▶ Request a User ID?  
 ▶ Forgot Password?  
 ▶ Forgot User ID?

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**Find Something**

▶ CC-10 Draft List  
 ▶ Continuing Education Manual   
 ▶ CIP Code Search by Subject  
 ▶ CIP Code Search by Word Match  
 ▶ Approved Course Search  
 ▶ Advanced Course Search  
 ▶ Approved Course Download 

Use the "CC-3 Preliminary Edit" link to pre-edit your files. 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.

Below is an illustration of the CC-3 Preliminary Edit web page. You must select the "Session Type" from the drop down box and enter the number of records in the file. Then use the "Browse" button to select the file to upload from your institution network to the MHEC server. To begin the edit process, click the "Submit" button.

**Secure Data Web**  
 Continuing Education 2021 Preliminary Edit MHEC-CC-3 Report for  
 Maryland Higher Education Commission  
 Preliminary Edit of CC-3 Course Summary File

It is important that all information is completed to ensure accurate transfer of data from your network to the MHEC secure data web. Use the "**Browse**" button to locate the file on your network that you want to upload. After completing the form use the "**Submit**" button at the bottom of this web page to initiate the upload and preliminary edit.

Please supply information about system file submitted.

|                               |   |                      |
|-------------------------------|---|----------------------|
| System Name                   | Select Session                            | Number of Records    |
| MHEC-CC-3 Course Summary File | <input type="text" value="Session Type"/> | <input type="text"/> |

Enter Name of File to upload or use the Browse button to find the file on your network:

Click the submit button to continue with the upload and edit.

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When the Preliminary Edit has completed you will see a web page similar to the one below. You can download the two reports to your personal computer and use them to review your data file. If you make changes to your data file you can upload it again and rerun the Preliminary Edit.

**Secure Data Web**  
**CC-3 Preliminary Edit for Hagerstown Community College**

The preliminary editing process checks your uploaded file for errors. It creates the standard version of the "MHEC UP3 Activity and Error Report--Preliminary Run". If there are differences between the FTE submitted by the college and the calculated State Aid an additional report "CC-3 FTE Discrepancy List" is created. Please use these reports to reconcile differences between the Full Time Equivalent (FTE) submitted by your college and the FTE calculated by MHEC. If there are over 100 errors processing will stop prematurely. You can make corrections to your file, upload it again and rerun the preliminary edit.

- The **UP3 Activity and Error Report** lists each CC-3 Section record, and the corresponding MHEC calculation of FTE State Aid. Edit messages associated with the section record are printed below the section record.
- The **CC-3 FTE Discrepancy List** shows only the section records with errors where the MHEC calculation of FTE State Aid did not agree with the FTE submitted by the college.

**UP3 ACTIVITY AND ERROR REPORT**

**CC-3 FTE DISCREPANCY LIST**

6/12/2006 MHEC CC-3 LIST OF FTE DISCREPANCIES  
 AID PERIOD SPRING Hagerstown Community College

| Line No. | Discrepancy Message                               | Course Number | Section Number | Course Name     | FTE Student | FTE State Aid |
|----------|---|---------------|----------------|-----------------|-------------|---------------|
| 3        | STATE AID 3.34 FTE WILL REPLACE COL.6 WHEN POSTED | ABE001        | B              | ADULT BASIC EDU | 3.33        | 3.34          |
| 17       | STATE AID 2.45 FTE WILL REPLACE COL.6 WHEN POSTED | ABE013        | A              | VOC TRADES INTE | 2.44        | 2.45          |

After you have reviewed the UP3 Activity and Error Report you can submit your file for MHEC processing. In that case you will need to go back to the Continuing Education Menu and select the "Final Submission to MHEC of CC-3 Course Summary File" link.

**Secure Data Web**  
 Continuing Education 2006 File Certification Form for MHEC-CC-3 Report  
 Upload CC-3 Course Summary Report File

It is important that all information is completed to ensure accurate transfer of data from your network to the MHEC secure data web. Use the "Browse" button to locate the file on your network that you want to upload. After completing the file certification form use the "Submit" button to initiate the upload.

Submission Date 6/12/2006 for Hagerstown Community College

The file submission upload is for the system indicated below in the standard MHEC record format and prepared in accordance with MHEC instructions and data definitions.

Name:   
 Title:   
 Email:   
 Phone:

Please supply information about system file submitted.

|                               |   |                      |
|-------------------------------|---|----------------------|
| System Name                   | Select Session                            | Number of Records    |
| MHEC-CC-3 Course Summary File | <input type="text" value="Session Type"/> | <input type="text"/> |

Enter Name of File to upload or use the Browse button to find the file on your network:

Please enter any notes or comments here:

By submitting this form you certify that the information submitted on this file is correct and true to the best of your knowledge. Click the submit button to continue with the upload.

The **"File Certification Form"** collects the necessary information to complete a file certification form to identify the data file that you are uploading to MHEC. It is important that all information be completed to ensure accurate transfer of data to be uploaded from the secure data web. From this information an email is automatically generated and sent to MHEC. The email message contains the file certification form information and notifies MHEC about the data file upload from your institution.

The **"Name", "Title, "Phone" and "Email"** of the institution's representative who is certifying the file as correct is required to be entered on this web page. Use the **"Browse"** button to locate the data file to be transferred from the user's computer, or enter the full path and filename of the file.

From the **"Session Type"** drop down box select Summer, Fall, Spring or Other/All Sessions period. Enter the number of records contained in the file in the **"Number of Records"** text box. Please use the **"Comments"** text box to include any information pertinent to the data file.

After the information is entered, click the **“Submit”** button at the bottom of the page to begin the file upload, and to proceed to the **“File Upload Response”** web page. Please print a copy of the **File Upload Response** web page for your records. You can download and save the "UP3 Activity and Error Report" and the "CC-3 FTE Discrepancy List" to your computer. A sample web page is illustrated below. MHEC is automatically notified that you have submitted a session file for your institution.

[Data Web Homepage](#) | [Selection Menu](#) | [Logout](#)

**Secure Data Web**  
MHEC-CC-3 CY11 File Upload Response

Your file was uploaded to MHEC: W:\Robyn\cc3\cc3\_2011\CHE111D.txt  
Number of records in file received by MHEC: 397

Submission Date 5/31/2011 4:01:15 PM for **Chesapeake College**

|   |        |                           |
|---|--------|---------------------------|
| The file submission upload is for the system indicated below in the standard MHEC record format and prepared in accordance with MHEC instructions and data definitions. | Name:  | Robyn Brayton             |
|   | Title: | System Specialist         |
|   | Email: | rbrayton@mhec.state.md.us |
|   | Phone: | 410-778-1111              |

Information about the system file you submitted.

| System Name                   | Session | Number of Records | Process Type |
|-------------------------------|---------|-------------------|--------------|
| MHEC-CC-3 Course Summary File | FALL    | 378               | FINAL UPLOAD |

Your Comments:  
testing final upload and editing process

Please use your browser's print button to print a copy of this web page if you would like a receipt of your upload.

The editing process checks your uploaded file for errors. It creates the standard version of the "MHEC UP3 Activity and Error Report". If there are differences between the FTE submitted by the college and the calculated State Aid an additional report "CC-3 FTE Discrepancy List" is created. Please use these reports to reconcile differences between the Full Time Equivalent (FTE) submitted by your college and the FTE calculated by MHEC. If there are over 100 errors processing will stop prematurely. You can make corrections to your file, and upload it again.

- The **UP3 Activity and Error Report** lists each CC-3 Section record, and the corresponding MHEC calculation of FTE State Aid. Edit messages associated with the section record are printed below the section record..
- The **CC-3 FTE Discrepancy List** shows only the section records with errors where the MHEC calculation of FTE State Aid did not agree with the FTE submitted by the college.

**UP3 ACTIVITY AND ERROR REPORT**

**CC-3 FTE DISCREPANCY LIST**

## Enrollment Report for (Equated Credit) Continuing Education Courses MHEC-CC-3 Report

The rounding procedure used by the Maryland Higher Education Commission in processing continuing education course section information in the CC-3 report is described below. The rounding description is included in the *Community College Continuing Education Manual*, Chapter VIII, A. Instruction for Completion of MHEC-CC-3 Report. Colleges are notified if the MHEC computed values do not match the course section data submitted by the college.

The following two values are calculated and compared with the course section data that the college submits. Rounding occurs at two times in the processing:

### 1. Equated Course Hours are rounded to two decimal places.

**Equated Course Hours:** Equated course hours are calculated by dividing the total course hours by 15 and rounding to two decimal places. The following decimal rounding technique is used by the Maryland Higher Education Commission in its calculation of this item:

#### Illustration of Decimal Rounding

If the third place decimal is 4 or less, round down. For example:

round .442 to two decimals = .44

round .444 to two decimals = .44

If the third place decimal is 5 or more, round up. For example:

round .445 to two decimals = .45

round .446 to two decimals = .45

### 2. FTE Student is rounded to two decimal places.

**FTE Student:** The FTE student is calculated by multiplying the **rounded Equated Course Hours** by the Number of Eligible Students and dividing this product by 30 and rounding this number and carrying it out to two decimal places. Refer to the rounding method described above.