

MARYLAND HIGHER EDUCATION COMMISSION
MHEC FORM S-1 INSTRUCTIONS
ENROLLMENT BY PROGRAM

INSTRUCTIONS:

This form provides final Fall enrollment information for your institution to both the Commission and the U.S. Department of Education. Race/Ethnicity data is required each year due to the IPEDS reporting requirements.

The enrollment numbers provided should be as of your institution's official Fall reporting date or as of October 15. Report all students enrolled in courses creditable toward a degree or other formal award. Also include students exclusively enrolled in non-credit remedial courses who have been accepted into a degree program and are required by the institution to take these courses. If there are students whose gender is not known, divide them evenly between the male and female categories.

Students enrolled in either extension courses, off-campus programs, or in a branch campus that is located within Maryland should be reported on the form for the main campus. Do NOT include in this report: (a) Students exclusively in non-credit adult education courses and non-credit extension courses. (b) Students exclusively auditing classes. (c) Students studying abroad (e.g., at a foreign university) if their enrollment at this institution is only an administrative record and the fee is only nominal. (d) Students in any branch campus or extension center in a foreign country.

Starting in 2011 Excel workbooks for Undergraduate programs and Graduate Programs are provided at MHEC Secure Data Web (<http://data.mhec.state.md.us/>) Each workbook has a separate worksheet for each program offered at your institution. The programs of study follow the publication titled "Academic Programs in Maryland's Colleges and Universities". Other worksheets, entitled Undeclared Major, have been provided at each degree level for those students who are seeking a specific degree but are undeclared, undecided or unknown in their major. Additional worksheets for undergraduates and graduates have been included for those students who are not enrolled in a specific program and are not seeking any degree. These non-degree seeking students should be reported on worksheets entitled Non-Degree Undergraduate or Non-Degree Graduate.

Institution total worksheets are automatically calculated for undergraduate, and graduate enrollment as appropriate for your institution. Please review the total worksheets. The total worksheets provide a means to check the total enrollment for your institution and to verify the program pages.

NEW WAY TO RETURN SURVEYS - Once you have completed the workbook, please return to the data web site at <http://data.mhec.state.md.us> and Select "**Maryland Annual Collection Surveys**". You will be asked to log-in. If you do not have the MHEC UserID assigned to your institution please email mac2help.mhec@maryland.gov. After you log-in, a secure web page will allow you to upload [Submit] an Excel file.

The complete workbook(s) must be returned even if no entries are necessary. If there is no enrollment for a program please include a notation in the right hand upper corner of the worksheet stating there is no enrollment. 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>

I. UNDERGRADUATE STUDENT DATA PROGRAM WORKBOOK

A. FULL-TIME SECTION

Lines 1-5. Report full-time undergraduate students in only one of the following groups:
Line 1 - First-time to any college or university
Line 2 - New Transfer-in student known to have previously attended another college or university.
Line 3 - Continuing student (not first-time, not transfer-in and not high-school) .
Line 4 - Concurrently enrolled high school student who has not graduated from high school.

Line 5. Total FULL-TIME Undergraduate is the sum of lines 1-4(automatically calculated).

B. PART-TIME SECTION

Lines 6-9. Report part-time undergraduate students in only one of the following groups:
Line 6 - First-time to any college or university
Line 7 - New Transfer-in student known to have previously attended another college or university.
Line 8 - Continuing student (not first-time, not transfer-in and not high-school) .
Line 9 - Concurrently enrolled high school student who has not graduated from high school.

Line 10. Total PART-TIME Undergraduate is the sum of lines 6-9 (automatically calculated).

C. 97 INSTITUTION TOTAL 9999-99 TOTAL UNDERGRADUATES WORKSHEET

This worksheet is automatically calculated and is the total of all program detail pages with the following headings:

10 LOWER DIVISION CERTIFICATE
20 A.A. ASSOCIATE
30 UPPER DIVISION CERTIFICATE
40 BACHELORS
47 NON_DEGREE UNDERGRADUATE

II. GRADUATE STUDENT DATA PROGRAM WORKWORK

A. FULL-TIME SECTION

Line 1. Full-time first-time graduate students must be reported exclusively on line 1.

Line 2. All other full-time graduate students, those not first-time, are reported on line 2.

Line 3. Total FULL-TIME Graduate is the sum of lines 1 and 2(automatically calculated).

B. PART-TIME SECTION

Line 4. Part-time first-time graduate students must be reported exclusively on line 4.

Line 5. All other part-time graduate students, those not first-time are reported on line 5.

Line 6. Total FULL-TIME Graduate is the sum of lines 4 and 5(automatically calculated).

C. 98 INSTITUTION TOTAL 9999-99 TOTAL GRADUATES WORKSHEET

This worksheet is automatically calculated and is the total of all program detail pages with the following headings:

50 POST BACCALAUREATE CERTIFICATE

60 MASTERS

65 POST-MASTER'S CERTIFICATE

70 CERTIFICATE OF ADVANCED STUDY

81 DOCTORATE (RESEARCH/SCHOLARSHIP)

85 DOCTORATE (FIRST-PROFESSIONAL)

86 DOCTORATE (OTHER)

87 NON-DEGREE GRADUATE

1997 RACE/ETHNICITY CATEGORIES:

Starting in collection year 2010 the Maryland Annual Collection is using 1997 Race/Ethnicity categories. Categories are used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. A person may be counted in only one of these aggregation groups.

United States Citizenship (Group) - Consists of U.S citizens, U.S. nationals, resident aliens and other eligible (for financial aid purposes) non-citizens who are not citizens or nationals of the United States and who have been admitted as legal immigrants for the purpose of obtaining permanent resident alien status (and who hold either an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian) are to be reported in the appropriate racial/ethnic categories along with United States citizens.

Non-Hispanic or Non-Latino categories:

White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American: A person having origins in any of the black racial groups of Africa.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliation or community attachment.

Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Two or More Races: A multiracial person with two or more of the five races (White, Black, Asian, American Indian or Alaska Native, and Hawaiian) in their heritage or origin.

Hispanic or Latino: A person of Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race.

Non-Resident Alien. A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.

Race and Ethnicity Unknown A person from races not included above or whose race is unknown.

