

MARYLAND HIGHER EDUCATION COMMISSION
MHEC FORM S-4 INSTRUCTIONS

RESIDENCE BY COUNTY

INSTRUCTIONS:

This form provides final Fall enrollment information for your institution to the Maryland Higher Education Commission. 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 in any branch campus or extension center in a foreign country.

Use the Excel workbook for Residence By County provided at MHEC Secure Data Web (<http://data.mhec.state.md.us/>) . Download and complete the workbook.

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 helpdesk.mhec@maryland.gov. After you log-in, a secure web page will allow you to upload [Submit] an Excel file.

Separate worksheets are provided for both full- and part-time students at each level of study (undergraduate and graduate). **All worksheets must be returned even if no entries are necessary; worksheets with no entries should include a notation such as no enrollment or not applicable at the top.**

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>

FIRST-TIME UNDERGRADUATE (UG) STUDENTS ARE COUNTED ON TWO WORKSHEETS

FIRST-TIME, FULL-TIME STUDENTS:

Worksheet (**UG Full-time**) full-time first-time students are INCLUDED in the undergraduate full-time counts. On worksheet (**UG First-time Full-time**), report ONLY those students who were full-time, first-time undergraduates.

FIRST-TIME, PART-TIME STUDENTS:

Worksheet (**UG Part-time**) part-time, first-time students are INCLUDED in the undergraduate part-time counts. On worksheet (**UG First-time Part-time**), report ONLY those students who were part-time, first-time undergraduates.

PLEASE NOTE THIS FORM IS USED TO COLLECT INFORMATION ON TOTAL STUDENTS ENROLLED (note lines 27 through 29), NOT JUST MARYLAND RESIDENTS.

PAGE SUMMARY:

A summary of the worksheets in the Residence by County workbook form are:

- Worksheet 1 (UG Full-time) Total Undergraduate Full-Time
- Worksheet 2 (UG Part-time) Total Undergraduate Part-Time
- Worksheet 3 (UG First-time Full-time) First-Time Undergraduate Full-Time
- Worksheet 4 (UG First-time Part-time) First-Time Undergraduate Part-Time
- Worksheet 5 (GR Full-time) Total Graduate Full-Time
- Worksheet 6 (GR Part-time) Total Graduate Part-Time

All worksheets are identical in their reporting format. A separate line is provided for each appropriate county of origin category (individual county, out-of-state, foreign students and unknown). The county of residence is defined as the permanent residence of the student at the time of application and must agree with citizenship as defined in race/ethnicity. U.S. Citizenship (group) includes resident aliens and these students are reported in race categories of African American, Native American Asian, Native Hawaiian, White, Two or more races or in the Hispanic Ethnicity column. Non-resident alien (foreign) students are reported only on line 28 only. Other students are reported in Unknown race and ethnicity column.

Lines 1-24 identify the counties of Maryland.

Line 25 is for Maryland residents whose county is unknown.

Line 26 (automatically calculated) is the Total Maryland Residents and is the sum of lines 1-25.

Line 27 is for out-of-state students.

Line 28 is for FOREIGN students.

Foreign students are to be counted only on line 28 (and in foreign columns) regardless of permanent residence of student.

Line 29 is for all students whose residence is unknown.

Line 30 is the TOTAL(automatically calculated) for lines 26 through 29 for each race category.

TOTAL LINES ARE AUTOMATICALLY CALCULATED.

The total equals the sum of each male and female category by race for each line. Please review the total lines as a check on the count of the students enrolled at the institution.

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.