

MARYLAND HIGHER EDUCATION COMMISSION  
MHEC Form S-8 Instructions  
RESIDENCE BY STATE

**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.

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 State provided at MHEC Secure Data Web <http://data.mhec.state.md.us/> . Download and complete the workbook. 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](mailto:mac2help.mhec@maryland.gov). After you log-in, a secure web page will allow you to upload [Submit] an Excel file.

On the worksheet a separate line is provided for each appropriate state of residence category. The state of residence is defined as the permanent residence of the student at the time of application. Students in the FOREIGN ethnic category should only be reported on line 58 (or 60). All U.S. citizens and resident aliens should be reported on the appropriate line but not on line 58.

Lines 1-51 list the 50 states and the District of Columbia.

Lines 52-57 list the U.S. territories to be reported separately.

Line 58 is for residence outside of the U.S. or its territories.

Line 59 is used when the state is unknown but residence is within the U.S. or its territories.

When residence data is unavailable, the students should be reported on line 60.

Line 61 (automatically calculated) provides a total of all students reported on the form.

The TOTAL column is automatically calculated. At the end of each line is a column labeled Undergraduate Degree Seeking students. Please enter the number of degree-seeking undergraduate students, both full-time and part-time, that meet the criteria of first-time enrollment at any post-secondary institution in the Total First-time. In the next column, First-time Grad from High School in Past 12 Mos, enter the number of first-time students who graduated from high school in the prior 12 months or got a GED in the prior 12 months. 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> .