

MARYLAND HIGHER EDUCATION COMMISSION  
MHEC Form S-9 Instructions

ENROLLMENT BY AGE

**INSTRUCTIONS:**

This form provides final Fall enrollment information for your institution to both the Commission and the U.S. Department of Education. 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 Enrollment By Age provided at MHEC Secure Data Web <http://data.mhec.state.md.us/> . Download the workbook to your computer and complete the workbook and save it.

**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](mailto:mac2help.mhec@maryland.gov). After you log-in, a secure web page will allow you to upload [Submit] an Excel file.

The Enrollment by Age worksheet form collects information on the age of students by using year of birth. The years of birth categories change on the form each collection year so a constant age distribution is reported (ages <17, 17 through 64, and >64). The age distribution must be reported by the following groups:

- Undergraduate Degree-Seeking
- Undergraduate Non-Degree
- Graduate

These groupings are further broken down by attendance (full or part-time) and sex. Totals for each line (year of birth) and for all students on the form (total line) are calculated automatically. Please review the totals as a check on the total enrollment at the institution.

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>