

## Frequently Asked Enrollment Information System (EIS) Questions

### EIS Clarification

1. In the Summer Term and Fall Term EIS files, every student from the summer term will be included and all students enrolled in the fall at the freeze date will be included.
2. In the Winter Term and Spring Term EIS file, every student from the winter term will be included and all students enrolled in the spring at the freeze date will be included.

### Data Element Clarification Issues

#### [DD2.1: Fall Freeze Flag]

Q: For the Summer Term and Fall Term EIS files, this flag will apply students enrolled in the fall at the fall freeze date, excluding students who are auditing all courses and students who enroll after the freeze date. It will not apply to students enrolled in the summer term.

Please confirm that this is correct.

A: Correct.

Q: For the Winter Term and Spring Term EIS file, this flag will apply to students enrolled in the spring at the spring freeze date, excluding students who are auditing all courses and students who enroll after the freeze date. It will not apply to students enrolled in the winter term.

Please confirm that this is correct.

A: Correct.

#### [DD3: FICE Codes]

Q: Regarding EIS Data Element 53 (Sending OPEID), when a student has more than one transfer institution on file for the targeted term, we are asked to include the record for the institution the student attended most recently. However, some colleges do not capture the dates of attendance in their data systems. They include only the dates when the transfer credits were received or when they were entered into the data system.

We are seeking additional guidance from MHEC regarding this issue. Students at some colleges will receive transfer credit from several different institutions in the same term and the colleges will not have the dates when that credit was awarded in their data systems.

A: Institutions should report the most recent institution as of the reporting date. For instance, if in Fall 2014 the institution has one transcript stating that the student attended Cecil College in Fall 2010 and another stating that the student attended Wor-Wic Community College in Spring 2012, the institution should identify Wor-Wic as the sending institution. If in Spring 2015 the institution discovers that the student attended Garrett College in Summer 2013, the institution can then begin to identify Garrett as the sending institution.

Note that an extensive listing of FICE codes is available at <http://data.mhec.state.md.us/MAC2Pilot/MAC2Pilot.asp>. (Scroll to bottom of the page.)

#### [DD23: Geographic Origin]

Q: **For confirmation:** This data element is intended to capture a student's residence at the time of application. It is not intended to capture a student's country of origin (unless that is where the student resides at the time of application). For a student from a foreign country who is residing in Maryland at the time of application, one of the Maryland county codes will be used.

A: Correct.

Note that institutions should report the student's PERMANENT residence AT THE TIME OF APPLICATION. (For example, if a student is a permanent resident of Harford County, but is temporarily living in Calvert County to participate in a unique academic program at the College of Southern Maryland, Harford County should be reported.) This element should NOT be used to report the basis on which tuition is charged.

Q: If a student is in the military and has an APO address, which code should be used?

A: In accordance with previous practices, if the institution is charging resident tuition, use 200 (Maryland, county unknown). Otherwise, use 100 (US, state unknown).

DD28: Application Zip Code

DD29: Current Zip Code

We noted that these appear to apply more appropriately to four-year institutions.

Q: Some students will appear in a college's data system multiple times with multiple addresses. It is possible to identify the earliest zip code on file (which could serve as the Application Zip Code) and it is possible to identify the most recent zip code on file (which could serve as the Current Zip Code).

**Is this acceptable to MHEC?**

A: Yes.

Q: Some community college students will have attended the college over a significant span of time (over a period of more than 20 years in some cases).

**If a significant period of time has elapsed in the student's attendance history, should we still use the earliest zip code on file as the Application Zip Code? Does MHEC want to limit the number of years that we use in determining the Application Zip Code?**

A: The institution should use its best judgment.

Q: Confirming that if a student does not have an address on file with the institution, a zip code of 00000 is to be used.

A: MHEC cannot understand a circumstance in which an institution would not have an address on file for an enrolled student. Nevertheless, if there is no address on file, 00000 should be used.

[DD35: Term Student Level]

Q: Confirming that the code "07 – unclassified" will apply to:  
High school students concurrently enrolled

A: **Correct.**

Students enrolled in a program who already hold an equivalent or higher degree

**UNDERGRADUATE students enrolled in an UNDERGRADUATE program who hold an equivalent or higher degree.**

**This code will also apply to:**

**Transfer students for whom the number of transferred credits has not been determined, and therefore a level cannot be specified.**

Q: The student is taking a course in the summer or winter. The student is enrolled in another college and plans to take just one course at the community college. The student does not plan to transfer credits to the community college.

**What code should be used?**

A: **2 – Continuing undergraduate.**

[DD38: Admission Test Flag]

Q: We confirm that this field applies primarily to students at four-year schools and blank will be accepted for community college students.

A: **Correct.**

[DD40: High School Code]

Q: We confirm that a code of 000000 should be used for concurrent students.

A: **??**

[DD42: Term Native Credit Hours Attempted]

Q: We confirm that we should include developmental credits for this data element.

A: **Correct.**

Q: We are recommending that all references to credit in the Data Dictionary should clarify whether developmental credits are included.

DD45: Math Remedial Assessment  
DD46: English Remedial Assessment  
DD47: Reading Remedial Assessment

We have interpreted “Remedial Assessment” to mean Accuplacer only. Should we also include SAT scores, when available, as an indicator of “Remedial Assessment”?

- Example: A student has an SAT math score greater than 549 will not need to take the Accuplacer math test. Should the student be coded “blank – not assessed” or “1 – assessed and remediation not needed”?
- Example: A student has an SAT math score less than 550 but has not taken the Accuplacer math test due to a waiver from the division dean. Should the student be coded “blank – not assessed” or “2 – assessed to need remedial math work”?

A: “Assessment” should include any assessment, including standardized test scores, the institution’s own assessment exam, individual interviews, or any other instrument or process. The institution should report the result of that assessment. Both of the example students above should be considered to have been assessed. It’s not clear from the examples whether the students will actually be required to take remedial coursework, but if either example student above is not required to take a remedial course, then the institution should report “1,” and if either example student above will be required to take remedial work, the institution should report “2.”

[DD48: First Math Grade  
DD50: First English Grade]

Q: These data elements appear in EOTS. The Data Dictionary states that these are “Only required for first-time undergraduate students.” It seems that MHEC will miss these grades for all students who are not first-time undergraduates if we follow this language. The descriptions in the File Format Specification imply that these fields should be included for all students at the End of Term for whom the grades exist, even if the courses were taken in a prior term.  
**Please clarify the students for whom these grades should be reported.**

A: These grades are required for all students. The quoted language has been removed.

Q: In the Data Dictionary, this language appears: “Each institution will identify this course for the Commission.” This is in reference to the first credit math or English course. Because many different courses can serve as the first credit course, it is not possible to meet this requirement. It appears that this statement applies to HGS, not to EOTS.  
**Please clarify or modify the Data Dictionary.**

A: The quoted language has been removed.

Q: For clarification: If these data elements apply, in fact, to “first-time undergraduate students”, and the EOTS includes all students in the targeted terms, then these grades will apply only if the first-time undergraduate student took the first math credit course or the first English credit course during the targeted term.

A: ??

Q: These grades apply only to: A, B, C, D, P(Pass), and F. All other grades, including I and W, will be blank.

DD53: SAT Math Score

DD54: SAT Verbal Score

DD55: ACT English Score

DD56: ACT Math Score

DD57: ACT Reading Score

DD58: ACT Science Score

DD59: ACT Composite Score

DD106: SAT Writing Score

We confirm that while these are optional for two-year institutions, MHEC would like community colleges to report the highest score for each if those scores are available and in the data system. It is not necessary to have all SAT or ACT scores for a student in order to report the scores.

A: [Correct. However, institutions should report whatever score is used by the institution when it evaluates a student, not necessarily the highest for each. \(For example, an institution may choose to use the best score from a single administration of the exam, rather than the best subscore from all administrations.\)](#)

DD108: High School Grade Point Average

Q: We confirm that MHEC would like community colleges to report high school GPA's if they are available and in the data system.

A: [Correct.](#)

[Item 53 (DD3): Sending OPEID (FICE)]

Q: An extensive listing of institutions with IPEDS – OPEID crosswalk is available on MHEC's secure data site.

A: [Correct.](#)

Q: Since this was moved from the TSS to the EIS, does it still only apply to undergraduate transfer students, or should values also be provided for graduate and professional students transferring credits towards degree?

A: It applies to ALL UNDERGRADUATE students.

Q: What about students not transferring in credits towards a degree program but with prior higher education experience? Does MHEC want to know prior college attended?

A: Prior attendance at a postsecondary institution, even if no transfer credits have been awarded from that institution. If more than one institution has been attended, choose the most recent institution. The focus of this variable is to track student mobility and not necessarily transfer credit.

Q: What is the hierarchy for choosing an OPEID for students transferring credits from more than one institution? What was campus rules for TSS?

- Most recently attended (regardless of number of credits accepted)
- Most credits earned (not just those accepted for credit)
- Most credits transferred (accepted for credit)

A: Choose the most recent institution.

Q: How should institutions report students who are enrolled and registered at a home campus but taking courses at another campus through a consortial agreement?

A: In EIS, the student should be reported by registration – that is, reported at the home campus.

Q: EIS files—how are “audit only” students treated. These are students that did not officially enroll in any courses (did not generate credit hours or FTE). Are they to be included in the BOT EIS files?

A: “Audit only” students are expected to be included in the EIS file. We will identify these students by checking if their “credit hours attempted” is zero and that they are not first-time full-time. Also setting the freeze flag to blank will assist in ensuring audit enrollment records are not included in IPEDS collections.

Q: Admission (application level) data in the new EIS file. Are institutions only to report these data for UG students only?

A: Yes, correct for UG students only.

Only if the data are available? For example, UMB may never get the HS GPA or SAT/ACT scores because they only enroll transfer students.

Allowing the “if available” rule would be limited to UMB only. All other institutions would be required to submit this data.

Do you want these data reported for graduate level students if known?

No, this is not necessary.

My advice on the topic was to report only for UG students. In the case of 5 year masters programs, you report the data as long as they are classified as UG students. Once they switch to the masters (in the fourth or fifth year) then no longer report.

Q: We have a summer session that finishes before June 30. Does that mean you want me to report it in Spring?

A: No. We are organizing the data around terms, not sessions. (In this case a “session” is a subset of a “term.”) A “term” is a unit named after a season, so a term is either Summer, Fall, Winter, or Spring. Generally speaking, if you call it Winter, then report it as Winter regardless of the actual dates of the course. If you have a course to which you don’t give a term label, then you should report it as either Summer or Fall if it ends by December 31 and as either Winter or Spring if it ends by June 30. In this example, even though this particular summer session ends before June 30, you should report it with all summer sessions in the Summer-Fall collection.

Q: You ask us to provide Distance Education status at the student level. I have distance ed data by counting courses, but I don’t have it at the student level.

A: That question is designed to accommodate the new IPEDS question on the Fall Enrollment survey that requires you to identify how many of your enrolled students are enrolled exclusively or partly in distance education courses. You will have to start classifying students like this anyway, if you haven’t already done so. (NB: Some MICUA institutions reported that they have already built a process to identify distance education students.)

Q: Will the new question about distance education allow MHEC to discontinue the SREB distance education collection, or will that continue?

A: [The IPEDS question asks about distance education at the student level. The SREB collection asks about distance education at the course level. Therefore, the SREB collection will continue.](#)

[Recent MdAir Questions (August 9, 2013):]

Q: ZIP Code – Applicant’s boarding school address or applicant’s parent’s address?

A: [For application zip code, use parent’s permanent address at time of application. For current zip, use boarding school address.](#)

Q: HS and Remedial assessment for transfers ?

A: [These fields are also required for Undergraduate transfers.](#)

Q: FICE code for transfers – what if multiple?

A: [Use most recent OPEID\(FICE\) code.](#)

Q: How many or what percent of institutions installed the ET system for receiving transcripts?

A: [MHEC does not have this information.](#)

Q: Data Element 31 – First time flag – start in summer, both summer and fall files get a “1” first time?

A: [Yes](#)

Q: Data Element 34 – Term Student Level “07” current and unclassified – is this the place to put previously graduated students with AA or Bachelors degree?

A: [Yes](#)

Q: Summer session reporting with fall – how are first time freshmen coded if they attend both summer and fall?

A: Please use first time flag “1” for both sessions.

Q: Is admission type of info (SATs, HS GPA etc.) for new students only or all students?

A: Yes for new students only.

Q: Transfer institution – most recent attended vs. most recent transferred info (may be out of order)

A: Please use most recent attended.

Q: First time students enrolled summer before fall how list first time flag? Need further discussion. First time flag for non-degree – How deal with this?

A: Indicate first time “1” for both summer and fall. Non-degree (?)

Q: Need to check if flags are comprehensive enough for non-degree, summer enroll for first time freshmen, international students, blank is not an option. Idea – new code for special student, non-degree. Idea – MHEC adds documentation to code non-degree and summer before fall = 2 (other continuing UG). Still unaddressed and need guidance.

A: Need to discuss for additional codes for first-time flag

Q: Item 53 (DD3): Sending OPEID (FICE) - An extensive listing of institutions with IPEDS – OPEID crosswalk is available on MHEC’s secure data site. Since this field was moved from the TSS to the EIS, does it still only apply to undergraduate transfer students, or should values also be provided for graduate and professional students transferring credits towards degree?

A: It applies to ALL UNDERGRADUATE students.

Q: What about students not transferring in credits towards a degree program but with prior higher education experience? Does MHEC want to know the OPEID (FICE) for prior college attended?

A: Yes prior attendance at a postsecondary institution, even if no transfer credits have been awarded from that institution. If more than one institution has been attended, choose the most recent institution. The focus of this variable is to track student mobility and not necessarily transfer credit.

- Q: What is the hierarchy for choosing an OPEID for students transferring credits from more than one institution? What were campus rules for TSS? Most recently attended (regardless of number of credits accepted)  
Most credits earned (not just those accepted for credit), Most credits transferred (accepted for credit)
- A: [Choose the most recent institution.](#)
- Q: How should institutions report students who are enrolled and registered at a home campus but taking courses at another campus through a consortia agreement?
- A: [In EIS, the student should be reported by registration – that is, reported at the home campus.](#)
- Q5: Distance Education status is to be provided at the student level. I have distance education data by counting courses, but I don't have it at the student level.
- A: [That question is designed to accommodate the new IPEDS question on the Fall Enrollment survey that requires you to identify how many of your enrolled students are enrolled exclusively or partly in distance education courses. You will have to start classifying students like this anyway, if you haven't already done so. \(NB: Some MICUA institutions reported that they have already built a process to identify distance education students.\)](#)
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- A: [The IPEDS question asks about distance education at the student level. The SREB collection asks about distance education at the course level. Therefore, the SREB collection will continue.](#)
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- A: [No. We are organizing the data around terms, not sessions. \(In this case a "session" is a subset of a "term."\) A "term" is a unit named after a season, so a term is either Summer, Fall, Winter, or Spring. Generally speaking, if you call it Winter, then report it as Winter regardless of the actual dates of the course. If you have a course to which you don't give a term label, then you should report it as either Summer or Fall if it ends by December 31 and as either Winter or Spring if it ends by June 30. In this example, even though this particular summer session ends before June 30, you should report it with all summer sessions in the Summer-Fall collection.](#)
- Q8: DD2.1 Freeze Flag. In the Summer Term and Fall Term EIS files, every student from the summer term will be included and all students enrolled in the fall at the freeze date will be included. In

the Winter Term and Spring Term EIS file, every student from the winter term will be included and all students enrolled in the spring at the freeze date will be included.

For the Summer Term and Fall Term EIS files, this flag will apply students enrolled in the fall at the fall freeze date, excluding students who are auditing all courses and students who enroll after the freeze date. It will not apply to students enrolled in the summer term. Please confirm that this is correct.

Answer: **Correct.**

Q: For the Winter Term and Spring Term EIS file, the freeze flag will apply to students enrolled in the spring at the spring freeze date, excluding students who are auditing all courses and students who enroll after the freeze date. It will not apply to students enrolled in the winter term. Please confirm that this is correct.

A: **Correct.**

Q: DD3: FICE Codes - Regarding EIS Data Element 53 (Sending OPEID), when a student has more than one transfer institution on file for the targeted term, we are asked to include the record for the institution the student attended most recently. However, some colleges do not capture the dates of attendance in their data systems. They include only the dates when the transfer credits were received or when they were entered into the data system. Students at some colleges will receive transfer credit from several different institutions in the same term and the colleges will not have the dates when that credit was awarded in their data systems.

A: **Institutions should report the most recent institution as of the reporting date. For instance, if in Fall 2014 the institution has one transcript stating that the student attended Cecil College in Fall 2010 and another stating that the student attended Wor-Wic Community College in Spring 2012, the institution should identify Wor-Wic as the sending institution. If in Spring 2015 the institution discovers that the student attended Garrett College in Summer 2013, the institution can then begin to identify Garrett as the sending institution. Note that an extensive listing of FICE codes is available at <http://data.mhec.state.md.us/MAC2Pilot/MAC2Pilot.asp>. (Scroll to bottom of the page.)**

Q: DD28: Application Zip Code & DD29: Current Zip Code - We noted that these appear to apply more appropriately to four-year institutions. Some students will appear in a college's data system multiple times with multiple addresses. It is possible to identify the earliest zip code on file (which could serve as the Application Zip Code) and it is possible to identify the most recent zip code on file (which could serve as the Current Zip Code). Is this acceptable to MHEC?

A: **Yes.**

Q: DD28: Application Zip Code & DD29: Current Zip Code - Some community college students will have attended the college over a significant span of time (over a period of more than 20 years in some cases).

If a significant period of time has elapsed in the student's attendance history, should we still use the earliest zip code on file as the Application Zip Code? Does MHEC want to limit the number of years that we use in determining the Application Zip Code?

A: [The institution should use its best judgment.](#)

Q: Please confirm that if a student does not have an address on file with the institution, a zip code of 00000 is to be used.

A: [MHEC cannot understand a circumstance in which an institution would not have an address on file for an enrolled student. Nevertheless, if there is no address on file, 00000 should be used.](#)

Q: DD35: Term Student Level – Please confirm that the code “07 – unclassified” will apply to: High school students that are concurrently enrolled

A: [Yes this is correct.](#)

Students enrolled in a program that already holds an equivalent or higher degree

[UNDERGRADUATE students enrolled in an UNDERGRADUATE program that holds an equivalent or higher degree.](#)

[This code will also apply to transfer students for whom the number of transferred credits has not been determined, and therefore a level cannot be specified.](#)

Q: DD37: First Time Flag - A student graduates from high school in June. The student attends the college in the summer. The student continues to attend the college in the fall. Should the student be coded “1 – first time undergraduate” for both terms? Or should the student be coded “1 – first time undergraduate” for the summer and “2 – continuing undergraduate” for the fall?

A: [The student should be coded as “1 – first time undergraduate” for summer and fall.](#)

Q: DD37: First Time Flag - The student is taking a course in the summer or winter. The student is enrolled in another college and plans to take just one course at the community college. The student does not plan to transfer credits to the community college. What code should be used?

A: [2 – Continuing undergraduate.](#)

Q: DD38: Admission Test Flag - We confirm that this field applies primarily to students at four-year schools and blank will be accepted for community college students.

A: [That is correct.](#)

Q: DD40: High School Code – How should this field be used for concurrent students.

A: [Blank should be used in the high school field.](#)

Q: DD42: Term Native Credit Hours Attempted – Please confirm that developmental credits should be included for this data element.

A: [That is Correct.](#)

Q: We are recommending that all references to credit in the Data Dictionary should clarify whether developmental credits are included.

DD45: Math Remedial Assessment

DD46: English Remedial Assessment

DD47: Reading Remedial Assessment

We have interpreted “Remedial Assessment” to mean Accuplacer only. Should we also include SAT scores, when available, as an indicator of “Remedial Assessment”?

Example: A student has an SAT math score greater than 549 will not need to take the Accuplacer math test. Should the student be coded “blank – not assessed” or “1 – assessed and remediation not needed”?

Example: A student has an SAT math score less than 550 but has not taken the Accuplacer math test due to a waiver from the division dean. Should the student be coded “blank – not assessed” or “2 – assessed to need remedial math work”?

A: [“Assessment” should include any assessment, including standardized test scores, the institution’s own assessment exam, individual interviews, or any other instrument or process. The institution should report the result of that assessment. Both of the example students above should be considered to have been assessed. It’s not clear from the examples whether the students will actually be required to take remedial coursework, but if either example student above is not required to take a remedial course, then the institution should report “1,” and if either example student above will be required to take remedial work, the institution should report “2.”](#)

Q: DD53: SAT Math Score  
DD54: SAT Verbal Score  
DD55: ACT English Score  
DD56: ACT Math Score  
DD57: ACT Reading Score

DD58: ACT Science Score  
DD59: ACT Composite Score  
DD106: SAT Writing Score

Please confirm that while these are optional for two-year institutions, MHEC would like community colleges to report the highest score for each if those scores are available and in the data system. It is not necessary to have all SAT or ACT scores for a student in order to report the scores.

A: Correct. However, institutions should report whatever score is used by the institution when it evaluates a student, not necessarily the highest for each. (For example, an institution may choose to use the best score from a single administration of the exam, rather than the best subscore from all administrations.)

Q: DD108: High School Grade Point Average - We confirm that MHEC would like community colleges to report high school GPA's if they are available and in the data system.

A: Correct.

Q: Must a student record be unduplicated in the EIS file?

A: A student can appear in the EIS file up to two times. There are two terms in each collection. Collection A contains the Summer Term and Fall Term terms and Collection B contains the Winter Term and Spring Term terms. While the collection can contain up to two records for the same student, there should be only one record per student per term. For example, if the student appears twice in the file, the collection term identifier in one record must contain the code for the summer term (4) and the other record must contain the code for the fall term (1).

Q: Will the EIS file have fewer students in the collection than the EOTS file and is MHEC aware that fall numbers will be different?

A: It is very likely that the EIS file will contain fewer students than the EOTS file. The EOTS file will capture those mini-terms that might be outside of the reporting window necessary for IPEDS. MHEC is very aware that the numbers will be different. MHEC will need to be clear in our reporting to note what the numbers represent. Additionally, please remember to use the Freeze Flag to indicate students who are to be counted for IPEDS Fall Enrollment Survey reporting cohort.

Q: How are "audit only" students treated, students that did not officially enroll in any courses (did not generate credit hours or FTE). Are they to be included in the EIS file?

A: "Audit only" students are expected to be included in the EIS file. Leaving the freeze flag to blank will assist in ensuring "audit only" enrollment records are not included in the IPEDS collections.

Q: Fields 37 through 53 in EIS are admissions or application level data. Are institutions to report these data for UG students only? Should graduate data be submitted if available?

A: Yes, this is correct, for UG students only. Not just for first-time full-time, but all undergraduate students. This is required for all institutions. An "if available" rule is limited only to UMB. This data is not required for graduate students, it is not necessary to submit even if available. For example, in the case of 5 year masters program, report the data as long as the student is classified as UG. Once they switch to the masters (in the fourth or fifth year) then no longer report.

Q: Are the new race codes, for example white, to be numeric and pertain to a unique number? Meaning, the variable for white should be "1" or blank? This is different than the data for the past two years of "Y" or blank.

A: Yes, each race category must be numeric and pertain to a unique number. We are changing the format from "Y" or "blank" to the number associated with the race as defined in DD26.1-26.5.