MAC2 Revision
Frequently Asked Questions (FAQs)

Thank you for reviewing our FAQs to assist with generating your collection files. The questions are grouped by the categories below. Each category has a list of questions and responses we've received to date. Please continue to submit your questions to macrevision@mhec.state.md.us. We will update the FAQs with new questions and answers as they are received.

Categories

- Collection Due Date Questions
- General Questions
- Enrollment Information System (EIS)
- Degree Information System (DIS)
- End of Term Information System (EOTS)
- External Credit System
- Course Information System (CIS)
- Student Registration System (SRS)
- Financial Aid Information System (FAIS)
- Employee Data System (EDS)
- File Format Questions

Collection Due Date Questions

Q1:   Are new collection files that reflect this current 2013 Winter/Spring Collection period required for submission this summer?

A: No. EOTS, ECS, CIS, or SRS will not be collected this summer that reflect Winter/Spring 2013. The only major collection file due in August is an annual DIS file in the old format. This will be the last DIS file collected on an annual basis. Files under the new and revised MAC2 collections will start with Summer/Fall 2013. Also, please note that the final TSS file will be due October 2013, after which this system will sunset.

Q2:   Is a new revised collection schedule available?

A: Yes. Please use the following links for the updated Summer/Fall Collection A and Winter/Spring Collection B schedules. Please pay particular attention the "Segment to Submit" column for each submission because not all segments submit all files.

General Questions

Q1:   S-6 and S-7—are those covered by the new collection? Or, will the institutions still need to provide?

A: The S-6 and S-7 must still be provided by institutions. MHEC is required to continue collecting this information, and to have institutions have the data audited by independent auditors before

submitting it. It cannot be derived from the EOTS or EIS because the information must be submitted in October/November, well before EOTS will be complete.

Q2:   Will MHEC derive State Stat BOT and EOT summary collections?

 A: Yes, MHEC will use the S-7 and EOTS to derive these numbers for State Stat summary collections.

Q3:   How will institutions receive the State ID (SASID??) that we should assign to our students?

A: SASIDs will initially be acquired by MHEC from MSDE on behalf of postsecondary institutions. This will require institutions to submit to MHEC, an unduplicated file of demographic data for students for the last five years. This data will be matched with MSDE data. Afterwards, MHEC will send the file and matching report back to the institutions to be used for future collections. This process can be repeated until an institution participates in the Electronic Transcript (ET) process. Institutional systems must be set up to receive transcripts in order to obtain the SASID from an LEA or other institution. This may require coordination with the institutions' registrar's office.

Enrollment Information System (EIS) questions

Q1:   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/Fall terms and Collection B contains the Winter/Spring 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).

Q2:   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.

Q3:   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: Students who are exclusively auditing ALL courses ("Audit only") should NOT be included in the EIS file.

Q4:   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.

Q5:   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.

Degree Information System (DIS) questions

Q1:   If a student had been an undergraduate student, then proceeded into a graduate program; is their initial enrollment date and year that of their UG program or their current graduate program?

A: The Entry Term and Year must reflect the initial enrollment date of the underegraduate student in the undergraduate program. For the graduate program there will be a different entry Term and Year for the graduate student even though the student completed the undergraduate program at the same institution.

Q2:   Will DIS include the race fields or not?

A: Initially the race fields were removed from the DIS layout but after careful reconsideration, MHEC has decided that it would be more beneficial for reporting purposes that the race codes remain in the DIS record.   Please review the revised DIS layout.

End of Term System (EOTS) questions
No Questions

External Credit System (ECS) questions

Q1:   Should this collection include a record per student per source of credit repeated per term?

A: An ECS record should be submitted only for undergraduate students receiving degrees or awards. The record should be reported only in the term the student earns the degree or award. There should also be an associated DIS record. If the "cumulative Native degree credit hours

awarded" toward the degree is less than the "credit hours required for the award" then an ECS record must also be present.

Q2:   To report ECS, what should we do for FICE codes for institutions that either do not have FICE codes or for which we are unable to find FICE codes?

A: Additional codes have been added to the Data Dictionary Reference (DD3). An Excel sheet of US OPEID codes will be posted on the MHEC Secure Data web site for you to download. There will also be a search link provided on the web-site.

Q3:   If a student has 3 credits from one institution in fall 2010 and 6 credits from another in Spring 2011 and transferred in fall 2011. Should both sources of credits every term be reported? Or, do I report only one time as to prevent duplicates?

A: Please see response above in Q1.

Course Information System (CIS) questions

Q1:   Should CIS include ALL graduate and undergraduate courses?

A: No, CIS is for undergraduate courses only in which students are enrolled. Do not include ALL courses offered, those that are canceled or those that do not have students enrolled.   CIS is not an inventory of all institutional courses. Please include courses that have students enrolled. Please also refer to Q2 below.

Q2:   What is the relationship between CIS and SRS?

A: For every course, subject and section in SRS there should be the same in the CIS file. Every course a student is registered for should appear in the CIS.   If no students are enrolled for a course, the course should not be included in the CIS file.

Student Registration System (SRS) questions

Q1:   What is the relationship between CIS and SRS?

A: For every course, subject and section in SRS there should be the same in the CIS file. Every course a student is registered for should appear in the CIS.   If no students are enrolled for a course, the course should not be included in the CIS file.

Q2:   Will the SRS system include the race fields or not?

A: Initially the race fields were not a part of the SRS layout but after careful reconsideration, MHEC has decided that it would be more beneficial for reporting purposes to include race codes in the layout.   Please see the revised SRS layout.

Financial Aid Information System (FAIS) questions

Q1:   Will the FAIS system include the race fields or not?

A: Initially the race fields were removed from the FAIS layout but after careful reconsideration, MHEC has decided that it would be more beneficial for reporting purposes that the race codes remain in the FAIS record.   Please see the revised FAIS layout.

Employee Data System (EDS) questions

Q1:   Are private institutions required to submit the EDS?

A: No. Only public two and four year institutions are required to submit an EDS file. This system will remain on an annual collection basis.

File Format questions

Q1:   Are you expecting no quotes around numeric fields, and quotes around alphanumeric fields?

A: No, quotes will not be used on numeric or alphanumeric fields.

Q2:   Are the files to be fixed width? Or, are other file uploads acceptable (.csv,etc)?

A: File submissions are to be comma separated .csv files. Please note that we are requesting .csv files with commas only to separate fields without quotes around each data element. MHEC is working on a standard excel workbook formatted specifically for importing files into excel to prevent truncation of leading zeroes.

Q3:   Why are headers needed if the fields are going to be in the sequence asked for? The csv files will be generated through our enterprise system, and will not be generated through Excel making the addition of headers difficult.

A: Automated Extract Transfer and Load (ETL) processes are used to load the source files.   These ETL applications are set up to use the header as the name for the fields when loading the data into a relational database. We would prefer to have this consistent process for all files. If however, this poses a particular challenge at this time during piloting, please do without the headers and proceed with creating the file. We are looking at a process on our end to assist with applying the header information.

Q4:   Is there a difference between character and alpha numeric fields, and if there is a difference, should quotes be around the character?

A: Yes there is a difference. For a character field we would not expect a numeric and this may cause a problem in loading data. For the alpha numeric either a character or numeric is acceptable.   Also again do not use quotes.