Frequently Asked Student Registration System (SRS) Questions

Q: If a student takes a credit-bearing course in a previous term and repeats that course in the targeted term, and if the student has taken no other credit bearing course, should the course be identified as the Entry-Level Credit-Bearing course? For example, a student takes ENG 101 in the fall 2010 and withdraws. The student takes ENG 101 in the spring 2011 and fails. The student takes ENG 101 again in the fall 2012 which is the targeted term. The student has taken no other credit-bearing English courses. Should ENG 101 be considered the Entry-Level Credit Bearing English course?
Please clarify.

A: The institution should report all graded attempts in the course. In the example above, the grades received in the Spring 2011 and Fall 2012 terms should be reported.

Q: Note that at the college credit level, all English courses are "English". There are not separate credit-level reading courses.
It is likely that the entries for DD130 and DD131 will be identical in the SRS files. Does MHEC want to retain DD131 (Reading)?

A: DD131 will be removed.

Q: In the data systems for some colleges, some courses are listed more than once (same subject, course number, and section number).
   a.   A hybrid course is listed once for the hybrid component and a second time for the face-to-face component. The same instructor appears in both instances.
   b.   An education course with an internship requirement is listed once with the primary instructor and a second time with the staff member who serves as the liaison with the public schools for placing students in internships.
   c.   A biology course is listed once for the classroom instruction and a second time for the lab component. The lab instructor might be different from the lecture instructor.
   d.   A nursing off-site practicum is supervised by five different nursing instructors. The course is listed once for each instructor.
When a course is listed multiple times, does MHEC want each listing? If not, how should the college determine which listing to include when multiple instructors are assigned?

A: The college should report only one listing per graded course.
   •   If the student receives one grade for a course with both a lecture and lab component, only one component (likely the lecture component) should be used to report the course. If the student receives a grade for the lecture component and a different grade for the lab component, both the lab and lecture components should be reported.
   •   The course reported in SRS/CIS should be the course associated with the grade. For the internship and practicum courses listed above, only report the section associated with the individual responsible for reporting the grade.

Q: Some colleges include several related courses in their data systems. Each course has a separate section number and often a separate instructor. However, the grades are assigned to only the primary course.

        a. A chemistry course has an associated lab course. The lecture section number is different from the lab section number. The same students are enrolled in both sections. However, the grades are assigned only to the lecture section.

If each student in SRS must have a value in the "Course Outcome" field, and if all courses are reported including those for which grades are not assigned, then courses will appear in CIS which do not also appear in SRS. MHEC must determine if we should include every course with enrollment (including those where grades are not assigned) or if an additional code must be developed for "Course Outcome" (such as X – no grade assigned).

A: Not applicable; see 1, above.

Q: 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.

Q: My thought is that every course a student is registered for should appear in the CIS.   The alternative would be every course offered, canceled or otherwise, would appear in the CIS and this would be more than the SRS. I don't think that would be helpful to have an inventory of courses that no one enrolled in.

A: Correct, we are only interested in courses in which students are enrolled. No cancelled courses.

[Item 13 (DD128): Course Hour Type Flag]

Q: How are courses with Zero credits (e.g. labs & clinicals) to be designated?

A: Only graded or credit-bearing courses should be reported. Labs should not be reported unless a separate grade is reported for the lab.

[Items 14 – 16 (DD130-132): Entry Level Courses]

Q: Who defines these courses?

A: The institution determines the course, guided by the definition in the Data Dictionary.

Q: Can any courses be considered both English and Reading?

A: No courses in Reading should be reported. This element has been deleted.

Q: Does it make a difference if course is taken as an elective?

A: No.

Q: 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.

Q: 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.

[6/3/2013]

SRS- St. Mary's does not offer Reading courses. Additionally, for the current HGS, we have been reporting our CORE 101 (introductory first year seminar course with a focus on writing) that has taken the place in our Core Curriculum for an English course. Should we use this as the entry level English course?

In SRS, DD129, Entry-Level Credit Bearing Math, we have students who took credit bearing math courses in terms prior to the targeted term but did not pass those courses. In the target term, the student took another credit bearing math course and passed. Should the math course in the targeted term be listed as Y?

In the Data Dictionary, the descriptions for DD130 (English) and DD131 (Reading) have references to math.

In SRS, DD130 and DD131 (first entry level credit bearing English and reading), since we do not have credit bearing reading courses, will the values for such courses be Y for both fields?