

MHEC MAC2 Revised Data Collection

Last Update September 2021

Data Layouts and Edits for the following systems:

Enrollment Information System (EIS)

Degree Information System (DIS)

End of Term System (EOTS)

External Credit System (ECS)

Course Information System (CIS)

Student Registration System (SRS)

Financial Aid Information System (FAIS)

Employee Data System (EDS)

Maryland Approved Program Completer System (MAPCS)

Cyber Warrior System (CWS)

Near Completer Initiative (NCI)

Noncredit Workforce Completers System (NWCS)

Sept 29, 2021 Updated all layouts to include item number, min & max field lengths, field type, data element and data dictionary reference link. All details can be found in the Data Cookbook, the single source.

Sept 22, 2021 Corrected EIS Layout at Field #31 for First-Time Flag = 5.

July 16, 2021 EIS Layout. Do not Report fields #37-52 when First-Time flag = 5. Report only when First-time flag = 1.

June 30, 2021 Renamed FAIS layout field DD85 from Aid Category Award Amount to Financial Aid Disbursement Amount. Added CIP Code to both EIS and DIS System Layouts. Both are optional for the 2021-22 Submission. Removed Optional for MAPCS Capstone field, the field is now required.

June 30, 2021 Added eleven (11) new fields (20-30) to EOTS layout. Renamed FAIS layout field DD85 from Aid Category Award Amount to Financial Aid Disbursement Amount. Added CIP Code to both EIS and DIS System Layouts. Optional for 2021-22 Submission. Removed Optional for MAPCS Capstone field.

June 18, 2021 Corrected EDS fields DD24 & DD25 changing from "student" to "employee."

April 28, 2021 Corrected DD links AID Category Code and Amount for FAIS layout.

February 25, 2021 FAIS Parent 1 & 2 Highest Grade Level Completed (DD142 & DD143) updated. If FAFSA Aid Application Status (DD77) = 0, then Parent 1 & 2 Highest Grade Completed should both equal BLANK. If FAFSA Aid Application Status (DD77) = 1, then Parent 1 & 2 Highest Grade Completed should equal 1, 2, 3 or 4.

October 7, 2020 Added NWCS layout to this workbook. This is a new system that is due on a pilot basis for selected community colleges on December 1, 2020. See pilot schedule on the data website.

July 3, 2020 Added NCI layout to this workbook. Expanded MAPCS program code field from 4 to 6 digits with a decimal (9999.99), added last name, first name and Capstone Location (Capstone is optional for 2020) to MAPCS. Corrected EIS and CWS last name field to link to proper DD10 Data Cookbook item.

April 24, 2020 Added the Cyber Warrior System (CWS) Description to the Workbook

August 14, 2019 MAPCS Layout Revised from Pilot 2018 year - DELETED DIS-MAPCS Match Flag field from the layout, APPENDED CIP CODE DD73 to the end of the layout.

June 5, 2019 Colors are removed for all data collection layouts.

EIS Sending OPEID changed from DD3 to DD152, ECS Source OPEID Changed from DD3 to DD153

October 22, 2018 Updated FAIS Parent 1 & 2 Highest Grade Completed Warning added if FAFSA Application Status is not equal to 1, Parent 1 & 2 Highest Grade must equal 4.

April 23, 2018 Added the New Maryland Approved Completer System (MAPCS) - A Pilot of the system will be launched in 2018 with file submissions due from 22 institutions. File Submission Due Date is December 1, 2018. There will be no edits on the pilot file, it will be just an upload of the file. Due to the launch of MAPCS, the NTS Edit and Record Layouts are no longer included and have been removed from the list of systems above. In addition, the Teacher Candidate Data element (DD144) in the DIS file layout should no longer be used now that Teacher data will be reported in MAPCS. DD144 has been renamed Program Completion Code.

December 12, 2017 Made Corrections only - Added option 4 on the layout (was already on DC) to EDS field for Employment Contract Renewable Flag (12/8/17), added "Include Decimal with no more than 2 trailing zeros" to SRS - Course hours description on layout (was already on DC)

August 19, 2016 EIS Added 2 new SAT fields (SAT Math 2016 DD147 and SAT EBRW 2016 DD148). EOTS Added 1 new field EOTS-EIS Match Flag (DD149)
October 29, 2015 Changed Mother's and Father's Educational Attainment label to Parent 1 and Parent 2 Highest Grade Level Completed (DD142 - 143)
October 23, 2015 EIS Military Status Code (DD145) Switch 3 and 4
August 10, 2015 CIS and SRS Added New Field COURSE SESSION (DD146)
June 19, 2015 EIS Added New Field MILITARY STATUS (DD145)
May 28, 2015 DIS Added New Field BIRTHDATE (DD27)
March 11, 2015 CIS Edit changed to accept 0000 for Unknown Date of Initial Employment of Instructor (DD87)
July 7, 2014 DIS Reverse Transfer Flag Edit changed to agree with DD118. "Y" instead of "1".
May 16, 2014 DIS, ECS and NTS changed to ANNUAL files.
May 22, 2014 DIS Item #20 - DD105 Blank allowed for graduate awards above Master's level if credits undetermined.
May 16, 2014 DIS Item #16 DD115 Added Back as PRIOR DEGREE FLAG. Use new DIS header.
Apr 23-2014 DIS Item#16 REMOVED DD115 Multiple Degree Flag. Use new record layout and new header.
Apr 16-2014 Revised DIS Item#12 First Major Link DD113 replaces Major Flag.
Apr 16-2014 Revised DIS Item#16 Highest Degree Flag DD115 replaces Multiple Degree Flag.
Apr 16-2014 Revised DIS Item#10 Degree Sought DD30 includes "99" a valid code representing a multiple major record.
Apr 16-2014 Additional File layout created for Non-Degree Teacher Candidate (NTS) students
Apr 16-2014 Report DIS and EOTS Cumulative and Term GPA's on 4 point scale. Convert to 4 point scale or report blank if not able to convert.
Mar 26-2014 Revised DIS Item#21 Teacher Candidate field takes up to 4 codes separated by /.
Apr 4 - Mar 26-2014 Revised ECS Item#10 Source OPEIDcode 26009901 (Credit from Foreign Institution) added.
Feb-19-2014 Revised DIS Item#12 Major Flag increased to 6. DIS Edits changed for Item # 12, 14, 15, 20.
Feb-19-2014 Revised EOTS Edits changed for Item # 9, 10, 11, 13, 15.
Feb-19-2014 DIS Item#21 Teacher Candidate Codes expanded to 4 digts DD144.
Oct 10-18-2013 Revised Edit of HS Graduation Date to accept blank if unknown. DD107
10-15-2013 Please review EIS New Student Entry fields (Entry fields for graduate student, Concurrent HS student and continuing student leave blank)
Revised 10/15/2013 EDS Edits Worksheet Added
Revised 9/27/2013 Reference Link to DD4(Sub-Campus Code),DD5(SSN),DD6(ID Number Type) corrected in all systems, FAIS Fall Enrollment(DD33) and Spring Enrollment(DD34), blank not accepted, use 0 for not enrolled,Father' s Education(DD142) and Mother's Education(DD143), blank accepted

Revised 8/20/2013 to add links to Data Dictionary Elements

Revised 8/20/2013 - EIS Edit check revised to allow "00000" for unknown Zipcode

Revised 8/20/2013 - DIS Edit check degree level "75" removed.

MAC2 Enrollment Information System (EIS)
Refer to the Data Dictionary Reference Link for Details
 One record per student per term

Item #	Minimum Field Length	Maximum Field Length	Field Type	Data Element	Data Dictionary Reference
1	1	1	Digit	Collection Term	DD2
2	4	4	Digits	Collection Year	DD1
3	8	8	Digits	OPEID(FICE + 2)	DD3
4	0	1	Alpha/ Numeric	Sub-Campus Code	DD4
5	9	9	Digits	Identification Number (SSN)	DD5
6	1	1	Digit	Identification Number Type	DD6
7	3	10	Alphanumeric	Local Campus Student ID	DD8
8	0	10	Digits	SASID (no longer required)	
9	3	35	Alphabetic	Last Name	DD10
10	1	35	Alphabetic	First Name	DD11
11	0	35	Alphabetic	Middle Name	DD12
12	0	10	Alphabetic	Generation Suffix	DD13
13	1	1	Digit	Gender	DD21

MAC2 Enrollment Information System (EIS)
Refer to the Data Dictionary Reference Link for Details
 One record per student per term

Item #	Minimum Field Length	Maximum Field Length	Field Type	Data Element	Data Dictionary Reference
14	8	8	Digits	Birthdate	DD27
15	5	5	Digits	Application Zip Code	DD28
16	0	4	Digits	Application Zip Code + 4	DD28.1
17	5	5	Digits	Current Zip Code	DD29
18	0	4	Digits	Current Zip Code + 4	DD29.1
19	3	3	Digits	Geographic Origin	DD23
20	1	1	Digit	Residency Code	DD110
21	1	1	Digit	US Citizenship	DD24
22	0	1	Alphabetic	Hispanic/Latino Ethnicity	DD25
23	0	1	Digit	White	DD26.1
24	0	1	Digit	Black/African American	DD26.2
25	0	1	Digit	Asian	DD26.3
26	0	1	Digit	American Indian/ Native Alaskan	DD26.4

MAC2 Enrollment Information System (EIS)
Refer to the Data Dictionary Reference Link for Details
 One record per student per term

Item #	Minimum Field Length	Maximum Field Length	Field Type	Data Element	Data Dictionary Reference
27	0	1	Digit	Native Hawaiian/ Pac. Is.	DD26.5
28	1	1	Digit	Tuition Status	DD32
29	6	6	Digits	Program Taxonomy	DD31
30	2	2	Digits	Degree Sought	DD30
31	1	1	Digit	First-time Flag	DD37
32	1	5	Decimal	Term Credit Hours Attempted	DD42
33	1	1	Digit	Term Attendance	DD111
34	2	2	Digits	Term Student Level	DD35
35	1	1	Digit	Distance Education Enrollment	DD100
36	0	1	Digit	Distance Education Location	DD101
37	0	6	Digits	High School Code	DD40
38	0	8	Digits	High School Graduation Date	DD107
39	0	4	Decimal	High School GPA	DD108

MAC2 Enrollment Information System (EIS)
Refer to the Data Dictionary Reference Link for Details
 One record per student per term

Item #	Minimum Field Length	Maximum Field Length	Field Type	Data Element	Data Dictionary Reference
40	0	3	Digits	SAT Math Score	DD53
41	0	3	Digits	SAT Verbal Score	DD54
42	0	3	Digits	SAT Writing Score	DD106
43	0	2	Digits	ACT Math Score	DD56
44	0	2	Digits	ACT English Score	DD55
45	0	2	Digits	ACT Reading Score	DD57
46	0	2	Digits	ACT Science Score	DD58
47	0	2	Digits	ACT Composite Score	DD59
48	0	1	Digit	Admission Test Flag	DD109
49	0	1	Digit	Admission Exemption	DD38
50	0	1	Digit	Math Remedial Assessment	DD45
51	0	1	Digit	English Remedial Assessment	DD46
52	0	1	Digit	Reading Remedial Assessment	DD47

MAC2 Enrollment Information System (EIS)
Refer to the Data Dictionary Reference Link for Details
 One record per student per term

Item #	Minimum Field Length	Maximum Field Length	Field Type	Data Element	Data Dictionary Reference
53	0	8	Digits	Sending OPEID	DD152
54	0	1	Digit	Freeze Flag	DD2.1
55	1	1	Digit	Military Status	DD145
56	0	3	Digits	SAT Math Score 2016	DD147
57	0	3	Digits	SAT EBRW Score 2016	DD148
58	6	6	Digit	CIP Code	DD168

MAC2 Degree Information System (DIS)
Refer to the Data Dictionary Reference Link for Details
 One record per award per major per student submitted 1 time a year.

Item #	Minimum Field Length	Maximum Field Length	Field Type	Data Element	Data Dictionary Reference
1	1	1	Digit	Collection Term	DD2
2	4	4	Digits	Collection Year	DD1
3	8	8	Digits	OPEID(FICE + 2)	DD3
4	0	1	Alpha/ Numeric	Sub-Campus Code	DD4
5	9	9	Digits	Identification Number (SSN)	DD5
6	1	1	Digit	Identification Number Type	DD6
7	3	10	Alphanumeric	Local Campus Student ID	DD8
8	0	10	Digits	SASID (no longer required)	
9	8	8	Digits	Degree Date	DD112
10	2	2	Digits	Degree Sought	DD30
11	6	6	Digits	Program Taxonomy	DD31

MAC2 Degree Information System (DIS)**Refer to the Data Dictionary Reference Link for Details**

One record per award per major per student submitted 1 time a year.

Item #	Minimum Field Length	Maximum Field Length	Field Type	Data Element	Data Dictionary Reference
12	0	8	Digits	First Major Link	DD113
13	0	4	Decimal	Cumulative GPA	DD52
14	2	6	Decimal	Cumulative Native Credits Earned	DD44
15	2	6	Decimal	Cumulative Degree Credits Hours Awarded	DD114
16	0	1	Alphabetic	Prior Degree Flag	DD115
17	1	1	Digit	Entry Term	DD116
18	4	4	Digits	Entry Year	DD117
19	0	1	Digit	Reverse Transfer Flag	DD118
20	2	3	Digits	Credit Hours Required to Earn Award	DD105
21	4	19	Digits	Field no longer in use	
22	1	1	Digit	Gender	DD21

MAC2 Degree Information System (DIS)
Refer to the Data Dictionary Reference Link for Details
 One record per award per major per student submitted 1 time a year.

Item #	Minimum Field Length	Maximum Field Length	Field Type	Data Element	Data Dictionary Reference
23	1	1	Digit	US Citizenship	DD24
24	0	1	Alphabetic	Hispanic/Latino Ethnicity	DD25
25	0	1	Digit	White	DD26.1
26	0	1	Digit	Black/African American	DD26.2
27	0	1	Digit	Asian	DD26.3
28	0	1	Digit	American Indian/ Native Alaskan	DD26.4
29	0	1	Digit	Native Hawaiian/ Pac. Is.	DD26.5
30	8	8	Digits	Birthdate	DD27
31	6	6	Digit	CIP Code	DD167

MAC2 End-of-Term System (EOTS)
Refer to the Data Dictionary Reference Link for Details
 One record per student per term

Item #	Minimum Field Length	Maximum Field Length	Field Type	Data Element	Data Dictionary Reference
1	1	1	Digit	Collection Term	DD2
2	4	4	Digits	Collection Year	DD1
3	8	8	Digits	OPEID(FICE + 2)	DD3
4	0	1	Alpha/ Numeric	Sub-Campus Code	DD4
5	9	9	Digits	Identification Number (SSN)	DD5
6	1	1	Digit	Identification Number Type	DD6
7	3	10	Alphanumeric	Local Campus Student ID	DD8
8	0	10	Digits	SASID (no longer required)	
9	1	5	Decimal	Term Native Credit Hours Registered	DD134
10	1	5	Decimal	Term Native Degree Credit Hours Attempted	DD135
11	1	5	Decimal	Term Native Degree Credit Hours Earned	DD136

MAC2 End-of-Term System (EOTS)
Refer to the Data Dictionary Reference Link for Details
 One record per student per term

Item #	Minimum Field Length	Maximum Field Length	Field Type	Data Element	Data Dictionary Reference
12	0	4	Decimal	Term GPA	DD137
13	1	6	Decimal	Cumulative Native Credit Hours Earned	DD44
14	0	4	Decimal	Cumulative GPA	DD52
15	1	6	Decimal	Cumulative Credit Hours Awarded	DD138
16	0	1	Alphabetic	Term Academic Standing	DD139
17	0	1	Alphabetic	First Math Grade	DD48
18	0	1	Alphabetic	First English Grade	DD50
19	0	1	Digit	EOTS-EIS Match Flag	DD149

MAC2 External Credit System (ECS)**Refer to the Data Dictionary Reference Link for Details**

One record per undergraduate student receiving award per source of credit submitted 1 time a year.

Item #	Minimum Field Length	Maximum Field Length	Field Type	Data Element	Data Dictionary Reference
1	1	1	Digit	Collection Term	DD2
2	4	4	Digits	Collection Year	DD1
3	8	8	Digits	OPEID(FICE + 2)	DD3
4	0	1	Alpha/ Numeric	Sub-Campus Code	DD4
5	9	9	Digits	Identification Number (SSN)	DD5
6	1	1	Digit	Identification Number Type	DD6
7	3	10	Alphanumeric	Local Campus Student ID	DD8
8	0	10	Digits	SASID (no longer required)	
9	6	6	Decimal	External Credits Awarded	DD140
10	8	8	Digits	Source OPEID	DD153

MAC2 Course Information System (CIS)
Refer to the Data Dictionary Reference Link for Details

One record per session per section per course per term (Undergraduate Level)

Item #	Minimum Field Length	Maximum Field Length	Field Type	Data Element	Data Dictionary Reference
1	1	1	Digit	Collection Term	DD2
2	4	4	Digits	Collection Year	DD1
3	8	8	Digits	OPEID(FICE + 2)	DD3
4	0	1	Alpha/ Numeric	Sub-Campus Code	DD4
5	1	6	Alpha/ Numeric	Course Subject	DD119
6	1	6	Alpha/ Numeric	Course Number	DD120
7	1	6	Alpha/ Numeric	Section Number	DD121
8	1	3	Alpha/ Numeric	Course Session	DD146
9	0	1	Digit	Full-time or Part-time Status Instructor	DD86
10	0	4	Digits	Date of Initial Employment of Instructor	DD87
11	2	2	Digits	Principal Occupational Assignment of Instructor	DD89

MAC2 Course Information System (CIS)
Refer to the Data Dictionary Reference Link for Details
 One record per session per section per course per term (Undergraduate Level)

Item #	Minimum Field Length	Maximum Field Length	Field Type	Data Element	Data Dictionary Reference
12	0	1	Digit	Academic Tenure Status of Instructor	DD91
13	0	1	Digit	Highest Degree Attained by Instructor	DD95
14	0	1	Digit	Appointment Status of Instructor	DD97
15	1	1	Digit	Remedial Math	DD122
16	1	1	Digit	Remedial English	DD123
17	1	1	Digit	Remedial Reading	DD124
18	1	1	Alphabetic	Instruction Type	DD125
19	2	2	Digits	Instructional Location	DD126

MAC2 Student Registration System (SRS)
Refer to the Data Dictionary Reference Link for Details
 One record per course session per undergraduate student per term

Item #	Minimum Field Length	Maximum Field Length	Field Type	Data Element	Data Dictionary Reference
1	1	1	Digit	Collection Term	DD2
2	4	4	Digits	Collection Year	DD1
3	8	8	Digits	OPEID(FICE + 2)	DD3
4	0	1	Alpha/ Numeric	Sub-Campus Code	DD4
5	9	9	Digits	Identification Number (SSN)	DD5
6	1	1	Digit	Identification Number Type	DD6
7	3	10	Alphanumeric	Local Campus Student ID	DD8
8	0	10	Digits	SASID (no longer required)	
9	1	6	Alpha/ Numeric	Course Subject	DD119
10	1	6	Alpha/ Numeric	Course Number	DD120
11	1	6	Alpha/ Numeric	Section Number	DD121

MAC2 Student Registration System (SRS)
Refer to the Data Dictionary Reference Link for Details
 One record per course session per undergraduate student per term

Item #	Minimum Field Length	Maximum Field Length	Field Type	Data Element	Data Dictionary Reference
12	1	3	Alpha/ Numeric	Course Session	DD146
13	1	5	Decimal	Course Hours	DD127
14	1	1	Digit	Course Hour Type Flag	DD128
15	1	1	Alphabetic	Entry-Level Credit Bearing Math	DD129
16	1	1	Alphabetic	Entry-Level Credit Bearing English	DD130
17	1	1	Alphabetic	Course Outcome	DD133

MAC2 Financial Aid Information System (FAIS)
Refer to the Data Dictionary Reference Link for Details
 One record per student per award type and amount submitted 1 time a year.

Item #	Minimum Field Length	Maximum Field Length	Field Type	Data Element	Data Dictionary Reference
1	1	1	Digit	Collection Term	DD2
2	4	4	Digits	Collection Year	DD1
3	8	8	Digits	OPEID(FICE + 2)	DD3
4	0	1	Alpha/ Numeric	Sub-Campus Code	DD4
5	9	9	Digits	Identification Number (SSN)	DD5
6	1	1	Digit	Identification Number Type	DD6
7	3	10	Alphanumeric	Local Campus Student ID	DD8
8	0	10	Digits	SASID (no longer required)	
9	1	1	Digit	Gender	DD21
10	1	1	Digit	Financial Aid Application Status	DD77
11	0	1	Digit	Parent 1 Highest Grade Level Completed	DD142
12	0	1	Digit	Parent 2 Highest Grade Level Completed	DD143
13	1	1	Digit	Fall Attendance	DD33

MAC2 Financial Aid Information System (FAIS)
Refer to the Data Dictionary Reference Link for Details
 One record per student per award type and amount submitted 1 time a year.

Item #	Minimum Field Length	Maximum Field Length	Field Type	Data Element	Data Dictionary Reference
14	1	1	Digit	Spring Attendance	DD34
15	1	2	Digits	Family Size	DD78
16	1	1	Digit	Dependency Status	DD79
17	1	1	Digit	Commuter Status	DD80
18	1	7	Digits	Expected Family Contribution	DD81
19	1	6	Digits	Cost of Attendance	DD82
20	1	8	Digits	Adjusted Gross Income	DD83
21	4	4	Digits	Aid Category Code	DD84
22	1	6	Digits	Financial Aid Disbursement Amount	DD85
23	1	1	Digit	US Citizenship	DD24
24	0	1	Alphabetic	Hispanic/Latino Ethnicity	DD25
25	0	1	Digit	White	DD26.1
26	0	1	Digit	Black/African American	DD26.2

MAC2 Financial Aid Information System (FAIS)
Refer to the Data Dictionary Reference Link for Details
 One record per student per award type and amount submitted 1 time a year.

Item #	Minimum Field Length	Maximum Field Length	Field Type	Data Element	Data Dictionary Reference
27	0	1	Digit	Asian	DD26.3
28	0	1	Digit	American Indian/ Native Alaskan	DD26.4
29	0	1	Digit	Native Hawaiian/ Pac. Is.	DD26.5

MAC2 Employee Data System (EDS)
Refer to the Data Dictionary Reference Link for Details
 One record per employee as of specified date submitted 1 time a year.

Item #	Minimum Field Length	Maximum Field Length	Field Type	Data Element	Data Dictionary Reference
1	1	1	Digit	Collection Term	DD2
2	4	4	Digits	Collection Year	DD1
3	8	8	Digits	OPEID(FICE + 2)	DD3
4	0	1	Alpha/ Numeric	Sub-Campus Code	DD4
5	9	9	Digits	Identification Number (SSN)	DD5
6	1	1	Digit	Identification Number Type	DD6
7	1	1	Digit	Gender	DD21
8	8	8	Digits	Birthdate	DD27
9	1	1	Digit	Full-time / Part-time Status	DD86
10	4	4	Digits	Date of Initial Employment	DD87
11	4	4	Digits	Date Employed in Current Faculty Rank/Position	DD88

MAC2 Employee Data System (EDS)
Refer to the Data Dictionary Reference Link for Details
 One record per employee as of specified date submitted 1 time a year.

Item #	Minimum Field Length	Maximum Field Length	Field Type	Data Element	Data Dictionary Reference
12	2	2	Digits	Principal Occupational Assignment	DD89
13	1	1	Digit	Academic Rank	DD90
14	1	1	Decimal	Academic Tenure Status	DD91
15	2	2	Digits	Program Assignment	DD92
16	0	1	Digit	Graduate Assistant Flag	DD102
17	0	1	Digit	Instruction Sub-Code	DD103
18	1	1	Digit	Employment Contract Renewable Flag	DD104
19	1	1	Digit	Contract	DD93
20	6	6	Digit	Salary/Wage	DD94
21	1	1	Digit	Highest Degree Attained	DD95
22	1	1	Digit	Promotion	DD96

MAC2 Employee Data System (EDS)**Refer to the Data Dictionary Reference Link for Details**

One record per employee as of specified date submitted 1 time a year.

Item #	Minimum Field Length	Maximum Field Length	Field Type	Data Element	Data Dictionary Reference
23	1	1	Digit	Appointment Status	DD97
24	1	1	Digit	US Citizenship	DD24
25	0	1	Alphabetic	Hispanic/Latino Ethnicity	DD25
26	0	1	Digit	White	DD26.1
27	0	1	Digit	Black/African American	DD26.2
28	0	1	Digit	Asian	DD26.3
29	0	1	Digit	American Indian/ Native Alaskan	DD26.4
30	0	1	Digit	Native Hawaiian/ Pac. Is.	DD26.5

MAC2 Maryland Approved Program Completer System (MAPCS)**Refer to the Data Dictionary Reference Link for Details**

One record per student per completion of a Maryland State Approved Professional Education Program submitted 1 time per year.
Include students who complete a Maryland State Approved Professional Education Program (degree and non-degree) in the collection period.

Item #	Minimum Field Length	Maximum Field Length	Field Type	Data Element	Data Dictionary Reference
1	1	1	Digit	Collection Term	DD2
2	4	4	Digits	Collection Year	DD1
3	8	8	Digits	OPEID(FICE + 2)	DD3
4	0	1	Alpha/ Numeric	Sub-Campus Code	DD4
5	9	9	Digits	Identification Number (SSN)	DD5
6	1	1	Digit	Identification Number Type	DD6
7	3	10	Alphanumeric	Local Campus Student ID	DD8
8	0	10	Digits	SASID (no longer required)	
9	1	1	Digit	Gender	DD21
10	1	1	Digit	US Citizenship	DD24
11	0	1	Alphabetic	Hispanic/Latino Ethnicity	DD25
12	0	1	Digit	White	DD26.1
13	0	1	Digit	Black/African American	DD26.2
14	0	1	Digit	Asian	DD26.3
15	0	1	Digit	American Indian/ Native Alaskan	DD26.4
16	0	1	Digit	Native Hawaiian/ Pac. Is.	DD26.5
17	1	1	Digit	Entry Term	DD116
18	4	4	Digits	Entry Year	DD117

MAC2 Maryland Approved Program Completer System (MAPCS)**Refer to the Data Dictionary Reference Link for Details**

One record per student per completion of a Maryland State Approved Professional Education Program submitted 1 time per year.
Include students who complete a Maryland State Approved Professional Education Program (degree and non-degree) in the collection period.

Item #	Minimum Field Length	Maximum Field Length	Field Type	Data Element	Data Dictionary Reference
19	8	8	Digits	Degree Date	DD112
20	2	2	Digits	Degree Sought	DD30
21	8	8	Digits	Birthdate	DD27
22	6	6	Decimal	Program Completion Code	DD144
23	3	3	Digits	Geographic Origin	DD23
24	1	1	Digit	Residency Code	DD110
25	1	1	Digit	Military Status	DD145
26	6	6	Digit	CIP Code	DD73
27	3	35	Character	Last Name	DD10
28	1	35	Character	First Name	DD11
29	3	3	Digit	Capstone Location	DD156

Cyber Warrior System (CWS)
Due annually by December 1st
Refer to the Data Dictionary Reference Link for Details
 One row per student per enrollment or completion
 BCCC, BSU, CSU, MSU, UMES only

Item #	Field Size	Field Type	Data Element	Data Dictionary Reference
1	1	numeric	Collection Term	DD2
2	4	numeric	Collection Year	DD1
3	8	numeric	OPEID (FICE+2)	DD3
4	9	numeric	Identification Number (SSN)	DD5
5	1	numeric	Identification Number Type	DD6
6	10	alpha-numeric	Local Campus Student ID	DD8
7	10	numeric	SASID (no longer required)	DD9
8	35	alphabetic	Last Name	DD10
9	35	alphabetic	First Name	DD11
10	35	alphabetic	Middle Name	DD12
11	1	numeric	Gender	DD21
12	8	numeric	Birthdate	DD27
13	5	numeric	Current Zip Code	DD29
14	1	numeric	Residency	DD110
15	1	numeric	US Citizenship	DD24
16	1	alphabetic	Hispanic/Latino Ethnicity	DD25

Cyber Warrior System (CWS)
Due annually by December 1st
Refer to the Data Dictionary Reference Link for Details
 One row per student per enrollment or completion
 BCCC, BSU, CSU, MSU, UMES only

Item #	Field Size	Field Type	Data Element	Data Dictionary Reference
17	1	numeric	White	DD26.1
18	1	numeric	Black	DD26.2
19	1	numeric	Asian	DD26.3
20	1	numeric	American Indian/ Native Alaskan	DD26.4
21	1	numeric	Native Hawaiian/ Pacific Islander	DD26.5
22	1	numeric	Entry Term	DD116
23	4	numeric	Entry Year	DD117
24	2	numeric	CompTIA Program	DD154
25	8	numeric	CompTIA Program Completion Date	DD155

**Near Completer Initiative (NCI)
One row per student (.csv file)**

Item #	Data Element	Description
1	Institution Name	Please provide your Institution's full name not acronym.
2	Institution OPEID	Please provide the 8-digit OPEID for your institution. (FICE+2)
3	First Name	Provide Student's First Name (No numbers)
4	Last Name	Provide Student's Last Name (No numbers)
5	Non-Campus Email Address	Provide Student's last known non-campus email address
6	Last Known Street Address1	Provide last known address
7	Last Known Street Address2	Provide last known address
8	Last Known City	Provide last known City
9	Last Known State	Provide last known 2 character State ID (ie. MD)
10	Last Known Zip Code	Provide last known 5-digit zip code
11	Name of the Academic Program of Study	Provide the name of the last academic program of study. Do NOT use the numeric value.
12	Most Recent Date of Enrollment (YYYYMMDD)	Provide the most recent date of enrollment using the YYYYMMDD format (ie. 20200601)

Noncredit Workforce Completers System (NWCS)
Refer to the Data Dictionary Reference Link for Details

One record per course or course sequence completion

Item #	Minimum Field Length	Maximum Field Length	Field Type	Data Element	Data Dictionary Reference	Priority Year 1 of Pilot 1=must have; 2=plan to have for Year 2 of pilot and beyond
1	1	1	Digit	Collection Term	DD2	1
2	4	4	Digits	Collection Year	DD1	1
3	8	8	Digits	OPEID(FICE + 2)	DD3	1
4	9	9	Digits	Identification Number (SSN)	DD5	1
5	1	1	Digit	Identification Number Type	DD6	1
6	3	10	Alphanumeric	Local Campus Student ID	DD8	1
7	3	35	Alphabetic	Last Name	DD10	1
8	1	35	Alphabetic	First Name	DD11	1
9	0	35	Alphabetic	Middle Name	DD12	1
10	1	1	Digit	Gender	DD21	1
11	8	8	Digits	Birthdate	DD27	1
12	5	5	Digits	Current Zip Code	DD29	1
13	1	1	Digit	Residency Code	DD110	2
14	1	1	Digit	Citizenship Indicator	DD165	2
15	0	1	Alphabetic	Hispanic/Latino Ethnicity	DD25	2
16	0	1	Digit	White	DD26.1	2
17	0	1	Digit	Black/African American	DD26.2	2
18	0	1	Digit	Asian	DD26.3	2
19	0	1	Digit	American Indian/Native Alaskan	DD26.4	2
20	0	1	Digit	Native Hawaiian/Pac. Is.	DD26.5	2
21	3	100	Alphabetic	Course or Sequence Name	DD157	1
22	5	5	Digit	Subject Area	DD166	1
23	8	8	Digit	Course or Sequence Start Date	DD158	1
24	8	8	Digit	Course or Sequence Date Completed	DD159	1

25	8	8	Digit	Date Conferred	DD160	1
26	7	7	Digit	Instructional Hours	DD161	1
27	1	1	Digit	Hours Type	DD162	1
28	1	1	Digit	Licensure or Certification	DD163	1
29	1	2	Digit	Course or Sequence Type	DD164	2