MAC2 Enrollment Information System (EIS)
Field Edit Checks
One record per student per term

Item #	Minimum Field Length	Maximum Field Length	Field Type	Data Element	Data Dictionary Reference	Edit Checks	Description
1	1	1	Digit	Collection Term	DD2	Must correspond with upload selection for term.	Use Term Identifier (Fall - 1, Winter - 2, Spring - 3, Summer - 4)
2	4	4	Digits	Collection Year	DD1	Must correspond with upload selection for year.	Collection Year (4 digits).
3	8	8	Digits	OPEID(FICE + 2)	DD3	Must match 6 digit FICE in UserID plus 2 zeros.	Institution Identifier using OPEID codes
4	0	1	Alpha/Numeric	Sub-Campus Code	DD4	No edit checks.	For campus use (can be blank)
5	9	9	Digits	Identification Number (SSN)	DD5	Must be 9 digits. Must not be 000000000 or 999999999.	Social Security Number, Individual Taxpayer Identification Number or alternative student identifier (9 digits required, blank not valid)
6	1	1	Digit	Identification Number Type	DD6	Must = 1, 2, or 3	1 = SSN, 2=Institution Assigned Identifier, 3=ITIN
7	3	10	Alphanumeric	Local Campus Student ID	DD8	Must not be blank. Expecting at least 3 alphanumeric characters	Campus Assigned Student ID
8	0	10	Digits	SASID	DD9	May be blank if unknown otherwise 10 digits. Must not start with 0.	MSDE assigned Student identifier
9	3	35	Alphabetic	Last Name	DD10	Must not be blank or numeric	Student's Last Name (no numbers)
10	1	35	Alphabetic	First Name	DD11	Must not be blank or numeric	Student's First Name (no numbers)
11	0	35	Alphabetic	Middle Name	DD12	May be blank	Student's Middle Name (no numbers)
12	0	10	Alphabetic	Generation Suffix	DD13	Must not be Miss, Mr, Mrs,Ms, etc.	May be blank or JR, II, III, IV, etc.
13	1	1	Digit	Gender	DD21	Blank not valid. Must be 1, 2, 3, or 4.	Student gender or assigned gender if unknown.
14	8	8	Digits	Birthdate	DD27	Must be 8 digits. Can be 4 digit year and 0000 for unknown month and day(19890000). Can be 00000000 if unknown.	Sudent's date of birth. Format: YYYYMMDD
15	5	5	Digits	Application Zip Code	DD28	Must be 5 digits, if unknown use 00000.	ZIP Code of permanent legal residence of student at time of application and admission.
16	0	4	Digits	Application Zip Code + 4	DD28.1	May be blank if unknown otherwise 4 digits	ZIP Code Extension (+4)of permanent legal residence of student at time of application and admission.
17	5	5	Digits	Current Zip Code	DD29	Must be 5 digits, if unknown use 00000.	ZIP Code of current residence of student.

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18	0	4	Digits	Current Zip Code + 4	DD29.1	May be blank if unknown otherwise 4 digits	ZIP Code Extension (+4) of current residence of student.
19	3	3	Digits	Geographic Origin	DD23	Must not be blank. Use "000" for Unknown.	Permanent legal residence of student at time of application and admission.
20	1	1	Digit	Residency Code	DD110	Must not be blank. Must be 1 or 2.	1 = MD resident, 2 = Non-resident
21	1	1	Digit	US Citizenship	DD24	Must not be blank. Must be 1 or 2.	Identifies whether student is in the US Citizenship group or not.
22	0	1	Alphabetic	Hispanic/Latino Ethnicity	DD25	Must be Y or N or blank if unknown.	Identifies whether student is of Hispanic or Latino origin.
23	0	1	Digit	White	DD26.1	Must be 1 or blank.	Student identifies with White Race category.
24	0	1	Digit	Black/African American	DD26.2	Must be 2 or blank.	Student identifies with Black Race category.
25	0	1	Digit	Asian	DD26.3	Must be 3 or blank.	Student identifies with Asian Race category.
26	0	1	Digit	American Indian/ Native Alaskan	DD26.4	Must be 4 or blank.	Student identifies with Native American Race category.
27	0	1	Digit	Native Hawaiian/ Pac. Is.	DD26.5	Must be 5 or blank.	Student identifies with Native Hawaiian/ PI category.
28	1	1	Digit	Tuition Status	DD32	Must be 1, 2, 3, 4, 5 for public. Must be 4 for independent.	Tuition basis on which student pays fees.
29	6	6	Digits	Program Taxonomy	DD31	Must be found in the program inventory with degree level. Must be 6 digits. Blank not allowed.	MHEC academic program code student is enrolled.
30	2	2	Digits	Degree Sought	DD30	Must be found in the program inventory with program taxonomy. Must be 2 digits. Blank not allowed. If HS student must be "47" non-degree.	Degree code associated with program taxonomy that student is seeking or non-degree.
31	1	1	Digit	First-time Flag	DD37	Blank not valid. If 1 (First-time undergraduate students) report admission data fields(37-52). If 5 (New transfer) report data fields (37-53) . If 3 or 4 (Graduate students) or if 0 (Concurrent HS students) or if 2 (Continuing UG student) do not report data fields(37-53).	Identifies whether student is: (0) concurrent/dual High School student; (1) first-time to college; (2) continuing Undergraduate; (3) first-time to Graduate school; (4) continuing Graduate student; (5) Undergraduate transfer .
32	1	5	Decimal	Term Credit Hours Attempted	DD42	Must not be blank. Warning if 0.00.	Number of credit hours student is registered for term. (numeric, no more than 2 decimal places, include decimal point).
33	1	1	Digit	Term Attendance	DD111	Must not be blank. Must 1 or 2.	Full or part-time status of student for term reported.

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34	2	2	Digits	Term Student Level	DD35	Must not be blank. Must be 01, 02, 03 ,04 ,05 ,06 ,07, 08.	Student Level.
35	1	1	Digit	Distance Education Enrollment	DD100	Must not be blank. Must be 1, 2, or 3.	Student distance education enrollment: 1-All courses; 2-Some; 3-None.
36	0	1	Digit	Distance Education Location	DD101	Report only If DE enrollment (DD100) is 1(Enrolled exclusively in distance education courses). Valid codes are 1, 2, 3, 4 or blank.	Student Location if enrolled exclusively in Distance Education
37	0	6	Digits	High School Code	DD40	If New Student HS College Board code requested. Blank if Unknown. If MD HS must match code in HS file. Notify MHEC of new MD codes. Leave blank for graduate students, continuing UG students, and concurrent HS students.	The identity of the high school from which the student graduated. (College Board)
38	0	8	Digits	High School Graduation Date	DD107	If New Student enter YYYYMMDD. If MMDD unknown enter YYYY0000. Leave blank for graduate students, continuing UG students, and concurrent HS students.	Date that student graduated from HS. YYYYMMDD
39	0	4	Decimal	High School GPA	DD108	Report for New UG Student (First-time or transfer), blank if unknown. Leave blank for graduate students, continuing UG students, and concurrent HS students.	High school GPA used by institution to determine eligibility for admission. Numeric, no more than two significant decimal places, include decimal point.
40	0	3	Digits	SAT Math Score	DD53	Report for New UG Student (First-time or transfer), blank if unknown. Leave blank for graduate students, continuing UG students, and concurrent HS students.	College Board SAT Math score.
41	0	3	Digits	SAT Verbal Score	DD54	Report for New UG Student (First-time or transfer), blank if unknown. Leave blank for graduate students, continuing UG students, and concurrent HS students.	College Board SAT Reading/Critical Reasoning score.
42	0	3	Digits	SAT Writing Score	DD106	Report for New UG Student (First-time or transfer), blank if unknown. Leave blank for graduate students, continuing UG students, and concurrent HS students.	College Board SAT Writing score.
43	0	2	Digits	ACT Math Score	DD56	Report for New UG Student (First-time or transfer), blank if unknown. Leave blank for graduate students, continuing UG students, and concurrent HS students.	ACT Math score as reported to institution.
44	0	2	Digits	ACT English Score	DD55	Report for New UG Student (First-time or transfer), blank if unknown. Leave blank for graduate students, continuing UG students, and concurrent HS students.	ACT English score as reported to institution.
45	0	2	Digits	ACT Reading Score	DD57	Report for New UG Student (First-time or transfer), blank if unknown. Leave blank for graduate students, continuing UG students, and concurrent HS students.	ACT Reading score as reported to institution.
46	0	2	Digits	ACT Science Score	DD58	Report for New UG Student (First-time or transfer), blank if unknown. Leave blank for graduate students, continuing UG students, and concurrent HS students.	ACT Science score as reported to institution.
47	0	2	Digits	ACT Composite Score	DD59	Report for New UG Student (First-time or transfer), blank if unknown. Leave blank for graduate students, continuing UG students, and concurrent HS students.	ACT Composite score as reported to institution.

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48	0	1	Digit	Admission Test Flag	DD109	If New Student (first-time or transfer) use code 0 thru 6 . Leave blank for graduate students, continuing UG students, and concurrent HS students.	Flag to indicate whether SAT/ACT is required for admission.
49	0	1	Digit	Admission Exemption	DD38	If New Student blank or 1 is valid. Leave blank for graduate students, continuing UG students, and concurrent HS students.	Code to indicate how student first admitted in reporting.
50	0	1	Digit	Math Remedial Assessment	DD45	If New Student (first-time or transfer) blank, 1, 2, 3 is valid. Leave blank for graduate students, continuing UG students, and concurrent HS students.	Standard remedial codes - blank (not assessed), 1 (assessed and remediation not needed), 2 (assessed to need remedial math work), 3 (unavailable assessment status, but took remedial math)
51	0	1	Digit	English Remedial Assessment	DD46	If New Student (first-time or transfer) blank, 1, 2, 3 is valid. Leave blank for graduate students, continuing UG students, and concurrent HS students.	Standard remedial code.
52	0	1	Digit	Reading Remedial Assessment	DD47	If New Student (first-time or transfer) blank, 1, 2, 3 is valid. Leave blank for graduate students, continuing UG students, and concurrent HS students.	Standard remedial code.
53	0	8	Digits	Sending OPEID(FICE)	DD3	For UG transfer student enter OPEID of most recent college. Validate OPEID in federal code table. For unknown use code 26009900. Leave blank for graduate students, first-time students, concurrent HS students, and continuing students.	Sending OPEID(FICE) for UG transfer student.
54	0	1	Digit	Freeze Flag	DD2.1	Blank or 1 is valid.	Flag set to 1 to indicate student is enrolled for credit on the census date of fall or spring. If set to "1", the Fall Term (1) record is included in IPEDS Fall Enrollment as of institution's official fall reporting date. For students excluded from the census leave blank.
55	1	1	Digit	Military Status	DD145	Must not be blank. Must be 1, 2, 3, 4 , or 5.	Identifies whether student is: 1 = Active duty member of any of the US Armed Forces 2 = Veteran or former active duty member of any of the US Uniformed Forces 3 = Reserve duty member of any of the US Armed Forces, including the National Guard 4 = Spouse or dependent child of an active, reserve, or former member of the US Uniformed Forces 5 = None of the above
56	0	3	Digits	SAT Math Score 2016	DD147	Report for New UG Student (First-time or transfer), blank if unknown. Leave blank for graduate students, continuing UG students, and concurrent HS students.	Revised College Board SAT Math score starting 2016. Minimum Score = 200, Maximum Score = 800.
57	0	3	Digits	SAT EBRW Score 2016	DD148	Report for New UG Student (First-time or transfer), blank if unknown. Leave blank for graduate students, continuing UG students, and concurrent HS students.	New College Board SAT Evidence-Based Reading and Writing score starting 2016. Minimum Score = 200, Maximum Score = 800