

Enrollment Information System

(EIS)

Special Instructions for Independent Higher Education Institutions

(Includes Cumulative Errata Sheet and special 2010 Reporting Revision Addendum and 2012 Revisions)

July, 2012
Maryland Higher Education Commission
Office of Information Systems

Enrollment Information System (EIS)
Addendum for the 2012 Reporting Revisions
July, 2012

(covers changes implemented in the collection year 2012)

Summary of changes:

There is a need to capture distance education information within the Enrollment Information System (EIS) to maintain consistency between federal and State information, reduce institution burden by consolidating this information and allowing it to be uploaded by MHEC for IPEDS Fall Enrollment.

The U.S. Dept. of Ed. (IPEDS) has added a new part, Enrollment by Distance Education Status, to the Enrollment survey. This new part will collect data on the number of students enrolled in distance education courses. For any students enrolled exclusively in distance education courses, the location of the student taking the courses is collected. IPEDS defines Distance Education as:

Distance education is defined as education that uses one or more technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor synchronously or asynchronously. Technologies used for instruction may include the following: Internet; one-way and two-way transmissions through open broadcasts, closed circuit, cable, microwave, broadband lines, fiber optics, satellite or wireless communication devices; audio conferencing; and video cassette, DVDs, and CD-ROMs, if the cassette, DVDs, and CD-ROMs are used in a course in conjunction with the technologies listed above. Note: Requirements for coming to campus for orientation, testing, or academic support services do not exclude a course from being classified as distance education.

This addendum provides specific instructions for the EIS system including a revised file format and two new data dictionary field descriptions pertaining to EIS.

Additional 2 New Fields:

- **Distance Education Enrollment Code (position 32)**– Indicates if student is enrolled in distance education courses (**DD100**).
 - 1 = enrolled exclusively in distance education
 - 2 = enrolled in some but not all distance education
 - 3 = not enrolled in any distance education

- **Distance Education Location Code (position 33)**– Location of student who is enrolled exclusively in distance education courses (**DD101**)
 - 1 = Located in the state of Maryland
 - 2 = Located in the U. S. but not in Maryland
 - 3 = Located in in U. S. but state unknown
 - 4 = located outside the U. S.
 - Blank if unknown or the student is not enrolled exclusively in distance education

A revised EIS file format below shows the Collection Year 2012 changes and new fields highlighted in yellow,

Enrollment Information System (EIS) Revised File Layout for 2012-13 Submission
New Fields are highlighted in Yellow

Record Position	Field Length	Data Element	Data Dictionary Reference	Description
1-2	2	Collection Period	DD2	Use Fall "01" for EIS
3-4	2	Collection Year	DD1	Calendar Year for fall data. 2 Digit
5-10	6	FICE	DD3	Institution identifier using FICE codes.
11	1	Sub-campus code	DD4	An identifier to define students within institution. Optional
12-20	9	Identification Number	DD5	Social Security Number or alternative student identifier (when allowed).
21	1	Identification Number Type	DD6	Code "blank" if the identification number is a real SSN or ITIN. Code "2" to indicate that the identifier is NOT a real SSN or ITIN. For independents use Code "2" to indicate a non-MD resident.
22	1	Gender	DD21	Student gender or assigned gender if unknown.
23	1	Race/Ethnicity (1977 Standard)	DD20	The 1977 standards for single category race/ethnicity. Required through 2009 collection and reported if available 2010 and beyond.
24-27	4	Birth Year	DD22	Year in which student was born.
28-30	3	Geographic Origin	DD23	Permanent legal residence of student at time of application and admission.
31	1	Full Tuition Status	DD32	Tuition basis on which student pays fees.
32	1	Distance Education Enrollment Code	DD100	1 = enrolled exclusively in distance education 2 = enrolled in some but not all distance education 3 = not enrolled in any distance education
33	1	Distance Education Location Code	DD101	1 = Located in the state of Maryland 2 = Located in the U. S. but not in Maryland 3 = Located in in U. S. but state unknown 4 = located outside the U. S.
34-35	2	Filler		Blank
36-41	6	Program Taxonomy	DD31	MHEC academic program code student is enrolled in.
42-43	2	Degree Sought	DD30	Degree code associated with program taxonomy that student is seeking or non-degree if appropriate. New degree codes required starting 2009.
44	1	First Time Flag	DD37	Identifies whether student is first time to any college, concurrent high school, transfer or continuing student.
45-48	4	Fall Credit Hours Attempted	DD42	Number of credit hours student is registered for on freeze date. Note implied decimal format (6.00 HRS =0600).
49	1	Fall Attendance	DD33	Full or part time status of student on freeze date.
50-51	2	Fall Student Level	DD35	Student level on freeze date.
52	1	High School Prior Year Graduation Flag	DD41	Identifies whether student graduated from high school or got GED in prior year.
53	1	US Citizenship	DD24	Identifies whether student is in the US Citizenship Group or not.
54	1	Hispanic/Latino Ethnicity (1997 Standard)	DD25	Identifies whether student is of Hispanic or Latino origin under 1997 standards.
55	1	White (1997 Standard)	DD26.1	Multi-race identification for indicator under 1997 standards.
56	1	Black/ African American (1997 Standard)	DD26.2	Multi-race identification for indicator under 1997 standards.
57	1	Asian (1997 Standard)	DD26.3	Multi-race identification for indicator under 1997 standards.
58	1	American Indian/Alaskan Native (1997 Standard)	DD26.4	Multi-race identification for indicator under 1997 standards.
59	1	Native Hawaiian/Pacific Islander (1997 Standard)	DD26.5	Multi-race identification for indicator under 1997 standards.
60-80	21	Reserved for future.		Blank.

Data Dictionary additions:

ELEMENT TITLE:

Distance Education Enrollment Code

DEFINITION: Students enrollment in distance education courses at freeze date.
Any course in which the instructional content is delivered exclusively via distance education.

FORMAT: Numeric – 1 digit

CODES:

- 1 = enrolled exclusively in distance education
- 2 = enrolled in some but not all distance education
- 3 = not enrolled in any distance education
- Blank = unknown

COMMENTS: Distance education is defined as education that uses one or more technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor synchronously or asynchronously. Technologies used for instruction may include the following: Internet; one-way and two-way transmissions through open broadcasts, closed circuit, cable, microwave, broadband lines, fiber optics, satellite or wireless communication devices; audio conferencing; and video cassette, DVDs, and CD-ROMs, if the cassette, DVDs, and CD-ROMs are used in a course in conjunction with the technologies listed above. Note: Requirements for coming to campus for orientation, testing, or academic support services do not exclude a course from being classified as distance education.

RELATED TO: Distance Education Location Code (DD101)

GLOSSARY:

SYSTEMS: EIS

SYSNAME: DECRSE

DOCUMENTED: 2012 Revised:

DD100

ELEMENT TITLE:

Distance Education Location Code

DEFINITION: Indicates the location (residence) of the student who is **exclusively** enrolled in distance education courses at freeze date.

FORMAT: Numeric – 1 digit (blank valid)

CODES:

1 = Located in the state of Maryland

2 = Located in the U.S. but not in Maryland

3 = Located in the U.S. but state unknown

4 = Located outside the U.S.

blank = location unknown or student not exclusively enrolled in distance education courses

COMMENTS: Distance education is defined as education that uses one or more technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor synchronously or asynchronously. Technologies used for instruction may include the following: Internet; one-way and two-way transmissions through open broadcasts, closed circuit, cable, microwave, broadband lines, fiber optics, satellite or wireless communication devices; audio conferencing; and video cassette, DVDs, and CD-ROMs, if the cassette, DVDs, and CD-ROMs are used in a course in conjunction with the technologies listed above. Note: Requirements for coming to campus for orientation, testing, or academic support services do not exclude a course from being classified as distance education.

RELATED TO: Distance Education Enrollment Code (DD100)

GLOSSARY:

SYSTEMS: EIS

SYSNAME: DELOC

DOCUMENTED: 2012 Revised:

DD101

Enrollment Information System (EIS)
Addendum for the 2010 Reporting Revisions
February, 2009

(covers changes implemented in the collection years of 2009 and 2010)

Summary of changes:

In the past data collection standards allowed individuals to be identified in only one racial category. The federal government has developed new ethnic and racial categories to provide a more accurate picture of the nation's diversity. The new categories enable individuals to be identified in both ethnicity and race. They also allow more than one race to be identified.

- There is a need to capture transfer-in information within the Enrollment Information System (EIS) to maintain consistency between federal and State information, reduce institution burden by consolidating this information and allowing it to be uploaded by MHEC for IPEDS Fall Enrollment.
- There is a need to identify concurrently enrolled high school students within the Enrollment Information System.
- There is a need to capture prior year high school graduation information within the Enrollment Information System to maintain consistency between federal and State information, reduce institution burden by consolidating this information and allowing it to be uploaded by MHEC for IPEDS Fall Enrollment.
- The U.S. Dept. of Ed. (IPEDS) is making changes in the national collection of degree level data by eliminating the use of first-professional and first-professional certificate categories. Degrees in these categories are re-classified (moved) to one of three new Doctor's degree levels, the Master's level or the Certificates of Advanced Studies.
- MHEC has identified a new uniform degree coding system to be used in all MAC systems starting 2009 collection.

This addendum provides specific instructions for the EIS system including a revised file format and data dictionary changes.

For additional clarification see the 2010 Reporting Revisions Statewide Workgroup "Final Recommendations" available on the web at:

<http://data.mhec.state.md.us/MACInfo/Final%202010%20Workgroup%20Recommendations.pdf>

Collection Year 2009 –

Changes to 2 existing fields

- **Degree Sought (position 42-43)** New Degree codes. See new degree code table (**DD30 and DD30.1**).
- **First Time Flag (position 44)** New codes added for concurrent high school student and undergraduate transfer student (**DD37**).

Additional New Field

- **High School Prior Year Graduation Flag(position 52)**– Student graduated from high school or got GED in the preceding year e.g. Prior 12 months (**DD41**).

Collection Year 2010 –

Additional 7 New Fields

Citizenship, ethnicity and race (**positions 53 – 59**) are collected in seven new fields. Each student record has an indicator for US citizenship, Hispanic/Latino ethnic origin and five race categories using 1997 standards.

- **US Citizenship** (position 53) **DD24**
- **Hispanic/Latino Ethnicity** (position 54) **DD25**
- **White** (position 55) **DD26.1**
- **Black/African American** (position 56) **DD26.2**
- **Asian** (position 57) **DD26.3**
- **American Indian/Alaskan Native** (position 58) **DD26.4**
- **Native Hawaiian/Pacific Islander** (position 59) **DD26.5**

A revised EIS file format below shows the Collection Year 2009 changes and new field highlighted in yellow, and the Collection Year 2010 new fields highlighted in green. The revised format includes an additional column labeled, “MAC Year Required” to note the collection year the new fields are to be reported.

Enrollment Information System (EIS) Version 2 File Format Specifications

Record Position	Field Length	Data Element	Data Dictionary Reference	Description	MAC Year Required
1-2	2	Collection Period	DD2	Use Fall "01" for EIS	
3-4	2	Collection Year	DD1	Calendar Year for fall data. 2 Digit	
5-10	6	FICE	DD3	Institution identifier using FICE codes.	
11	1	Sub-campus code	DD4	An identifier to define students within institution. Optional	
12-20	9	Identification Number	DD5	Social Security Number or alternative student identifier (when allowed).	
21	1	Identification Number Type	DD6	Code "blank" if the identification number is a real SSN or ITIN. Code "2" to indicate that the identifier is NOT a real SSN or ITIN. For independents use Code "2" to indicate a non-MD resident.	
22	1	Gender	DD21	Student gender or assigned gender if unknown.	
23	1	Race/Ethnicity (1977 Standard)	DD20	The 1977 standards for single category race/ethnicity. Required through 2009 collection and reported if available 2010 and beyond.	
24-27	4	Birth Year	DD22	Year in which student was born.	
28-30	3	Geographic Origin	DD23	Permanent legal residence of student at time of application and admission.	
31	1	Full Tuition Status	DD32	Tuition basis on which student pays fees.	
32-35	4	Filler		Blank-reserved for future.	
36-41	6	Program Taxonomy	DD31	MHEC academic program code student is enrolled in.	
42-43	2	Degree Sought	DD30	Degree code associated with program taxonomy that student is seeking or non-degree if appropriate. New degree codes required starting 2009.	2009
44	1	First Time Flag	DD37	Identifies whether student is first time to any college, concurrent high school, transfer or continuing student.	2009
45-48	4	Fall Credit Hours Attempted	DD42	Number of credit hours student is registered for on freeze date. Note implied decimal format (6.00 HRS =0600).	
49	1	Fall Attendance	DD33	Full or part time status of student on freeze date.	
50-51	2	Fall Student Level	DD35	Student level on freeze date.	
52	1	High School Prior Year Graduation Flag	DD41	Identifies whether student graduated from high school or got GED in prior year.	2009
53	1	US Citizenship	DD24	Identifies whether student is in the US Citizenship Group or not.	2010
54	1	Hispanic/Latino Ethnicity (1997 Standard)	DD25	Identifies whether student is of Hispanic or Latino origin under 1997 standards.	2010
55	1	White (1997 Standard)	DD26.1	Multi-race identification for indicator under 1997 standards.	2010
56	1	Black/ African American (1997 Standard)	DD26.2	Multi-race identification for indicator under 1997 standards.	2010
57	1	Asian (1997 Standard)	DD26.3	Multi-race identification for indicator under 1997 standards.	2010
58	1	American Indian/Alaskan Native (1997 Standard)	DD26.4	Multi-race identification for indicator under 1997 standards.	2010
59	1	Native Hawaiian/Pacific Islander (1997 Standard)	DD26.5	Multi-race identification for indicator under 1997 standards.	2010
60-80	21	Reserved for future.		Blank.	

Data Dictionary changes:

**ELEMENT TITLE:
Race/Ethnicity (1977 Standard)**

DEFINITION: Federal 1977 categories used to describe groups to which individuals identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. A person may be counted in only one group. Resident aliens (holders of Form I-551/155), noncitizens who have been lawfully admitted for permanent residence are to be reported in the appropriate racial/ethnic categories along with United States citizens.

THESE CATEGORIES ARE NO LONGER DETERMINED FOR ALL STUDENTS OR EMPLOYEES AFTER THE 2010 REVISIONS. ALL REPORTING WHICH IS BASED ON THE AY 2010-2011 AND LATER USES THE NEW 1997 STANDARDS ON PAGES 26-26.5. THIS DATA IS CONTINUED TO BE SUBMITTED FOR STUDENTS WHO ENROLLED PRIOR TO 2010 AND REPORTED UNDER 1977 STANDARD.

FORMAT: numeric - 1 digit

CODES:

- 0 = Unknown
- 1 = Black (African American), non-hispanic
- 2 = American Indian or Alaskan Native
- 3 = Asian/Pacific Islander
- 4 = Hispanic
- 5 = White, non-hispanic
- 6 = Foreign (in EDS 6 = All Other)
- 7 = All Other (in EDS 7 not used)

COMMENTS: In EDS prior to 2010 reporting, citizenship is used to determine foreign employees. See 2010 Reporting Revisions Recommendations document for more information.

RELATED TO: US Citizenship

GLOSSARY: UNKNOWN, BLACK, NON-HISPANIC (1977), ASIAN OR PACIFIC ISLANDER (1977), HISPANIC (1977), WHITE, NON-HISPANIC (1977), FOREIGN (1977), ALL OTHER (1977), NATIVE AMERICAN, AFRICAN AMERICAN, AMERICAN INDIAN OR ALASKAN NATIVE (1977)

SYSTEMS: EIS,TSS,HGS,DIS,EDS,AGGR,RTN,FAIS

SYSNAME: RACE

DOCUMENTED: 1/10/77 Revised: 1/30/09

-DD20-

ELEMENT TITLE:

US Citizenship

DEFINITION: The identification of whether a student or employee is a U.S. citizen or not (nonresident alien). The determination of U.S. citizen requires the use of a “group” concept that includes several types of individuals including U.S. citizens, U.S. nationals, resident aliens and other eligible non-citizens.

FORMAT: numeric - 1 digit

CODES: 1 = U.S. citizenship group consisting of U.S. citizens, U.S. nationals, resident aliens and other eligible non-citizens
2 = non-resident alien (also known as foreign)

COMMENTS: There is no allowance for unknown citizenship.
See 2010 Reporting Revisions Recommendations document for more information.

RELATED TO: RACE/ETHNICITY (1977), MULTI-RACE (1997),
ETHNICITY (1997)

GLOSSARY: U.S. CITIZENSHIP GROUP, RESIDENT ALIEN,
U.S. NATIONAL, NONRESIDENT ALIEN

SYSTEMS: EIS,HGS,AGGR,RTN,EDS,TSS,DIS,FAIS

SYSNAME: CITIZEN

DOCUMENTED: 1/10/77 Revised: 1/30/09

-DD24-

ELEMENT TITLE:

Hispanic Latino Ethnicity (1997 Standard)

DEFINITION: The identification of whether a student or employee is of Hispanic or Latino ethnicity.

FORMAT: alphanumeric - 1 character

CODES: Y = yes to Hispanic or Latino origin
N = no to Hispanic or Latino origin
blank = not answered or declared

COMMENTS: See 2010 Reporting Revisions Recommendations document for more information.

RELATED TO: Race/Ethnicity (1977), Multi-race (1997), US Citizenship

GLOSSARY: U.S. CITIZENSHIP GROUP, RESIDENT ALIEN,

SYSTEMS: EIS,HGS,AGGR,RTN,EDS,TSS,DIS,FAIS

SYSNAME: HISPANIC

DOCUMENTED: 1/30/09 Revised:

-DD25-

ELEMENT TITLE:

Multi-race for 1997 Standard

DEFINITION: The student's multi-race responses to the race question of the 1997 two-question format. The data can be directly from the student response (preferred method), an institution mapping of the old 1977 standard or possibly by observer declaration depending upon the data and the institutions procedures.

FORMAT: alphanumeric - 5 character array may be all blank

CODES: The coding is the same in each of the race fields in the array.
Y = yes to the specific race category
blank = not answered or declared

COMMENTS: There is no unknown coding. If the array is blank for all fields the students race is considered to be unknown.
Each individual race field is defined on the pages for:

- White
- Black or African American
- Asian
- American Indian or Alaska Native
- Native Hawaiian or Pacific Islander

See 2010 Reporting Revisions Recommendations document for more information.

RELATED TO: US Citizenship, Hispanic/Latino Ethnicity (1997)

GLOSSARY: WHITE (1997), BLACK (1997),AFRICAN AMERICAN, ASIAN (1997), AMERICAN INDIAN/ALASKA NATIVE (1997), NATIVE HAWAIIAN/PACIFIC ISLANDER (1997)

SYSTEMS: EIS,DIS,HGS,TSS,EDS,FAIS

SYSNAME: RACEALL

DOCUMENTED: 1/30/09 Revised:

-DD26-

ELEMENT TITLE:

White (1997 Standard)

DEFINITION: The student's response to the White question of the multi-race question of the 1997 two-question format. The data can be directly from the student response (preferred method), an institution mapping of the old 1977 standard or possibly by observer declaration depending upon the data and the institutions procedures.

FORMAT: alphanumeric - 1 character may be blank

CODES: Y = yes to the White race category
blank = not answered or declared

COMMENTS: Only for the one single White race category.
See 2010 Reporting Revisions Recommendations document for more information.

RELATED TO: Multi-race for 1997 Standard, US Citizenship, Ethnicity (1997)

GLOSSARY: WHITE (1997)

SYSTEMS: EIS,DIS,HGS,TSS,EDS,FAIS

SYSNAME: RWHITE

DOCUMENTED: 1/30/09 Revised:

-DD26.1-

ELEMENT TITLE:

Black/African American (1997 Standard)

DEFINITION: The student's response to the Race-Black/African American question of the multi-race question of the 1997 two-question format. The data can be directly from the student response (preferred method), an institution mapping of the old 1977 standard or possibly by observer declaration depending upon the data and the institutions procedures.

FORMAT: alphanumeric - 1 character may be blank

CODES: Y = yes to the Race-Black/African American race category
blank = not answered or declared

COMMENTS: Only for the one single Race-Black/African American race category. See 2010 Reporting Revisions Recommendations document for more information.

RELATED TO: Multi-race for 1997 Standard, US Citizenship, Ethnicity (1997)

GLOSSARY: BLACK (19997), AFRICAN AMERICAN

SYSTEMS: EIS,DIS,HGS,TSS,EDS,FAIS

SYSNAME: RBLACK

DOCUMENTED: 1/30/09 Revised:

-DD26.2-

ELEMENT TITLE:

Asian (1997 Standard)

DEFINITION: The student's response to the Race-Asian question of the multi-race question of the 1997 two-question format. The data can be directly from the student response (preferred method), an institution mapping of the old 1977 standard or possibly by observer declaration depending upon the data and the institutions procedures.

FORMAT: alphanumeric - 1 character may be blank

CODES: Y = yes to the Race-Asian race category
blank = not answered or declared

COMMENTS: Only for the one single Race-Asian race category. See 2010 Reporting Revisions Recommendations document for more information.

RELATED TO: Multi-race for 1997 Standard, US Citizenship

GLOSSARY: ASIAN (1997)

SYSTEMS: EIS,DIS,HGS,TSS,EDS,FAIS

SYSNAME: RASIAN

DOCUMENTED: 1/30/09 Revised:

-DD26.3-

ELEMENT TITLE:

American Indian/Alaskan Native (1997 Standard)

DEFINITION: The student's response to the Race- American Indian/Alaskan Native question of the multi-race question of the 1997 two-question format. The data can be directly from the student response (preferred method), an institution mapping of the old 1977 standard or possibly by observer declaration depending upon the data and the institutions procedures.

FORMAT: alphanumeric - 1 character may be blank

CODES: Y = yes to the Race- American Indian/Alaskan Native race category
blank = not answered or declared

COMMENTS: Only for the one single Race- American Indian/Alaskan Native category. See 2010 Reporting Revisions Recommendations document for more information.

RELATED TO: Multi-race for 1997 Standard, US Citizenship, Ethnicity (1997)

GLOSSARY: AMERICAN INDIAN/ALASKAN NATIVE (1997)

SYSTEMS: EIS,DIS,HGS,TSS,EDS,FAIS

SYSNAME: RAIAN

DOCUMENTED: 1/30/09 Revised:

-DD26.4-

ELEMENT TITLE:

Native Hawaiian/Pacific Islander (1997 Standard)

DEFINITION: The student's response to the Race- Native Hawaiian/Pacific Islander question of the multi-race question of the 1997 two-question format. The data can be directly from the student response (preferred method), an institution mapping of the old 1977 standard or possibly by observer declaration depending upon the data and the institutions procedures.

FORMAT: alphanumeric - 1 character may be blank

CODES: Y = yes to the Race- Native Hawaiian/Pacific Islander category
blank = not answered or declared

COMMENTS: Only for the one single Race- Native Hawaiian/Pacific Islander category. See 2010 Reporting Revisions Recommendations document for more information.

RELATED TO: Multi-race for 1997 Standard, US Citizenship, Ethnicity (1997)

GLOSSARY: NATIVE HAWAIIAN/PACIFIC ISLANDER (1997)

SYSTEMS: EIS,DIS,HGS,TSS,EDS,FAIS

SYSNAME: RNHPI

DOCUMENTED: 1/30/09 Revised:

-DD26.5-

ELEMENT TITLE:

Degree Sought

DEFINITION: The student's most recent status in pursuing a formal award indicating either the level of degree being sought or non-degree seeking. This is the 2009 standard.

FORMAT: numeric – 2 digit

CODES:

- 00 = unknown
- 01 = private career school diploma/certificate undergraduate
- 10 = lower division certificate
- 20 = associate
- 30 = upper division certificate
- 40 = bachelors
- 47 = non-degree undergraduate
- 50 = post-baccalaureate certificate
- 60 = masters
- 65 = post-masters certificate
- 70 = certificate of advanced study
- 81 = doctorate research/scholarship
- 85 = doctorate professional practice
- 86 = doctorate other
- 87 = non-degree graduate
- 99 = multi-major (DIS only)

COMMENTS: This code used in degree sought varies between different MHEC reporting systems prior to 2009. Please review the system manual to determine correct coding or refer to DD30.1. Postmasters certificate added in 2010 collection but not for degrees.

RELATED TO: Program Taxonomy code, together make up academic program code
GLOSSARY: FORMAL AWARD, NON-DEGREE SEEKING, DEGREE SEEKING, ASSOCIATE, BACHELORS, LOWER DIVISION CERTIFICATE, UPPER DIVISION CERTIFICATE, POST-BACCALAUREATE CERTIFICATE, CERTIFICATE OF ADVANCED STUDY, DOCTORATE RESEARCH/SCHOLARSHIP, DOCTORATE PROFESSIONAL PRACTICE, DOCTORATE OTHER, PRIVATE CAREER SCHOOL/DIPLOMA/CERTIFICATE, POST-MASTERS CERTIFICATE

SYSTEMS: EIS, DIS, FAIS, HGS, TSS

SYSNAME: DEGREE

DOCUMENTED: 1/10/77 Revised: 1/30/09
-DD30-

Comparison of the degree sought field coding up to the 2009 collection which is prior to the 2010 revisions starting in 2009. Revised for post-masters certificate in 2010.

Degree Sought	OLD EIS from inst. Prior 09	OLD DIS from inst. Prior 09	TSS and HGS from inst. Unchanged	NEW for all starting in 2009, revised for 2010
Unknown	00	00	00	00
Lower Division Certificate	01	01	10	10
Associate	02	02	20	20
Upper Division Certificate	07	07	30	30
Bachelors	03	03	40	40
Non-Degree undergrad	10	n/a	47	47
Post-Baccalaureate Certificate	08	08	50	50
Masters	04	04	60	60
Post-Masters Certificate	n/a	n/a	n/a	65
Certificate of Advance Study	12	09	n/a	70
Doctorate (OLD single category)	05	05	n/a	n/a
Doctorate (research and scholarship)	n/a	n/a	n/a	81
Doctorate (professional practice)	n/a	n/a	n/a	85
Doctorate (other)	n/a	n/a	n/a	86
Non-degree graduate	11	n/a	n/a	87
First-Professional	06	06	n/a	n/a
First-Professional Certificate	09	10	n/a	n/a
Non-degree first- professional	n/a	n/a	n/a	n/a
Multiple majors	n/a	99	n/a	99

DD 30.1

ELEMENT TITLE:

First Time Flag

DEFINITION: A flag that indicates the student is enrolled within the collection period for the first time at any institution at the appropriate program level (Undergraduate or Graduate).

FORMAT: numeric - 1 digit, blank not valid

CODES: 0 = concurrently enrolled in high school
1 = first-time undergraduate
2 = continuing undergraduate
3 = first-time graduate
4 = continuing graduate
5 = undergraduate transfer-in

9 = all students first-time or not (restricted to MHEC use, internal AGGR)

COMMENTS: Undergraduate students enrolled in the fall term who attended college for the first time the preceding summer should be considered as first-time fall semester students. Students who entered college for the first time after high school graduation with advanced standing (college credits earned before graduation from high school or placement testing) should be reported as first-time in the appropriate semester regardless of entering undergraduate fall student level. High school students concurrently enrolled before graduation from high school are not considered to be first-time. A transfer-in student is an undergraduate student entering the reporting institution as a new student but known to have previously attended another undergraduate postsecondary institution. The student may transfer with or without credit

RELATED TO: Fall Student Level, Cumulative Transfer Credit Hours Earned

GLOSSARY: FIRST-TIME UNDERGRADUATE, FIRST-TIME GRADUATE

SYSTEMS: AGGR, EIS

SYSNAME: FIRTIME

DOCUMENTED: 1/10/77 Revised: 11/1/04 Revised: 2/16/09
-DD37-

ELEMENT TITLE:

High School Prior Year Graduation Flag

DEFINITION: A flag reported for each fall enrollment that indicates whether a student either graduated from high school or received a G.E.D in the preceding year (prior 12 months).

FORMAT: numeric - 1 digit

CODES: The coding of this field follows:
1 = yes - Student graduated from high school or received GED in the preceding year (prior 12 months) to their fall enrollment.
0 = no - Student did not graduate from high school or receive GED in the preceding year (prior 12 months).
9 = unknown - Student for which the high school graduation period is not available or unknown

COMMENTS:

RELATED TO: High School Code

GLOSSARY:

SYSTEMS: EIS

SYSNAME: HSPGYR

DOCUMENTED: 1/30/09 Revised:

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Enrollment Information System Overview

The Enrollment Information System (EIS) is designed to collect fall enrollment information by individual students. Each student enrolled at the institution during the fall semester is reported on a single student record. Only one record per student is allowed. The submission of this file of student records each November 15 covers the current fall semester.

The institution is responsible for developing a procedure to extract the required EIS data from their own student record keeping systems. The procedure must produce a file that completely complies with the EIS file specifications provided in these instructions.

Background

College access for low-income students has been an issue of great concern in Maryland for a number of years. Recent efforts to address this concern include a study conducted by the American Institutes for Research of our State aid programs and the work of the Task Force to Study College Readiness for Disadvantaged and Capable Students. These efforts noted that the statewide data collected by the Maryland Higher Education Commission was inadequate to allow comprehensive analyses to determine if the financial aid needs of low-income students were being adequately addressed and whether the State aid programs were effective. As a direct result of these findings, the 2002 Joint Chairmen's Report (JCR) directed the institutions to work cooperatively with the Commission to develop a student unit record system to collect needed data and establish a multi-year timeline for data collection, and multi-year research program.

Toward that end, the Commission convened an intersegmental workgroup to study this issue. During 2002 the workgroup met, discussed and made decisions on a wide variety of issues related to financial aid data collection pursuant to the JCR request. For example, the workgroup discussed the data elements to be collected, set appropriate data definitions, established research goals, and planned a reasonable timeline. In addition, the workgroup developed a plan that requires all institutions to provide unit record information on all aid received by students enrolled at their institution each year. The proposal also included requirements for collection of enrollment and graduation data. These additional data needs were necessary for the types of analysis required for the research goals of the plan.

The Commission has a long history of collecting unit record (i.e., student) enrollment and graduation data from its public higher educational institutions. Since the late 1970s, the Commission has developed two data systems to collect comparable and accurate unit record data on enrollment and graduation for public higher educational institutions in Maryland (e.g., from the community colleges and the State's four-year public colleges and universities). These two data systems, known as the Enrollment Information System (EIS) and the Degree Information System (DIS), provide a record on each student enrolled in the fall at a public higher educational institution and a record on every student's formal awards conferred. These systems were developed to meet the needs of the Commission in carrying out its statutory responsibilities to the Governor and the General Assembly. In addition, the Commission's enrollment and degree information systems are the only sources of comprehensive, student-based information on the State's college population in both the community college and four-year public segments.

MICUA Agreement for Institutions

In 2003, an agreement was reached with the independents through the Maryland Independent College and University Association (MICUA) to provide additional data to the Commission based upon the need for student based data records. The agreement for student data submitted in each data category of enrollment, degree and financial aid are as follows:

Enrollment Information System (EIS) – Independents will provide student records in the required MHEC EIS submission each year. These student records only include students who are Maryland residents at the time of initial application and admission to the college. This residency is based upon the permanent legal residence of the student.

Degree Information System (DIS) - Independents will provide student records in the required MHEC DIS submission each year. These student records only include students who are Maryland residents at the time of initial application and admission to the college. This residency is based upon the permanent legal residence of the student.

Financial Aid Information Systems (FAIS) – Independents will provide student based records in the required MHEC FAIS submission each year. These student records only include students who were Maryland residents (as defined above) and received financial aid from a State program.

Enrollment Reporting Forms (S1, S4, S8, S9) – These current aggregate forms will continue to collect enrollment data on all students enrolled at the institution.

Degree and Formal Awards Form (D) – This current aggregate form will continue to collect degree data on all students receiving degrees or other formal awards at the institution.

Financial Aid (S5) – Independents will continue to provide this aggregate form collecting data on all students receiving financial aid from any source enrolled at the institution.

This agreement specifies the expected minimum compliance level to Commission reporting requirements starting in 2004 for EIS and DIS. The new FAIS will be piloted in 2004 for independents with full segment participation in 2005.

Dual Reporting Burden Alternative

The above agreement does establish additional reporting burden in supplying data on both a Maryland residence subset of students in student based record submissions and total students on survey forms. In order to allow institutions to reduce this burden, an alternative for submission has been provided by MHEC.

The alternative is to use the one or more of the student based systems (EIS, DIS, or FAIS) to provide data on all students. This will eliminate the need to provide both student based unit record submission and aggregate survey forms. This is similar to the reporting performed by the public institutions in Maryland. The following method can be followed for Maryland Independent Institutions.

- SSN for minimum student set and alternative student identifier for rest of students. This would mean a student not in the minimum set could have a student identification assigned. This would still have to be a 9 digit number unique to a student record in each submission but would be chosen and known only by the institution. This number can even be different for a student each year data is submitted. The institution must indicate the presence of an assigned number by using the student identification type field in record. This alternative allows the institution to make one data submission in each area without supplying personally identifiable data for students beyond minimum agreement. It also drops the dual reporting burden requirement.

This dual reporting burden alternative is provided as an option, which the institution can elect to do instead of the minimum agreement level. They would reduce overall institution reporting burden due to the difference between the minimum level of the MICUA agreement and the MHEC reporting requirements.

Students To Include

For Maryland independent institutions covered under the MICUA agreement, the EIS submission is required starting 2004. The following are the minimum set of students to be included:

- Students who are enrolled as of your institution's official fall reporting date or as of October 15. Report all students enrolled in courses creditable toward a degree or other formal award. Also include students exclusively enrolled in non-credit remedial courses that have been accepted into a degree program and are required by the institution to take these courses.
- Students were Maryland residents at the time of initial application and admission to the institution.
- Students enrolled in either extension courses, off-campus programs, or in a branch campus that is located within Maryland should be reported in the file.
- DO NOT include in this report: (a) Students exclusively in non-credit adult education courses and non-credit extension courses. (b) Students exclusively auditing classes. (c) Students studying abroad (e.g., at a foreign university) if their enrollment at this institution is only an administrative record and the fee is only nominal. (d) Students in any branch campus or extension center in a foreign country.

If the minimum set of students is provided in EIS then the Enrollment Forms S1, S4, S8 and S9 are also required for all students at institution.

As an alternative to reduce dual burden reporting, all students can be reported on the EIS submission. In this case, the four enrollment forms listed above are not required. The section, Dual Reporting Burden Alternative, provides guidance on this.

File Specifications

One record per qualifying student enrolled as of the official fall reporting date. Qualifying student is determined depending on reporting option selected by institution under previously discussed options. The record format required by MHEC is fixed format as an ANSI MS-DOS text file.

Record Position	Data Element	Data Dictionary Reference	Description
1-2	Collection Period	DD2	Use Fall "01" for EIS
3-4	Collection Year	DD1	Calendar Year for fall data. 2 Digit
5-10	FICE	DD3	Institution identifier using FICE codes.
11	Sub-campus code	DD4	An identifier to define students within institution. Optional
12-20	Identification Number	DD5	Social Security Number or alternative student identifier (when allowed).
21	Identification Number Type	DD6	Identifies whether real or alternative identifier is given in Identification Number field.
22	Gender	DD21	Student gender or assigned gender if unknown.
23	Race/Ethnicity	DD20	The 1977 standards for single category race/ethnicity combined.
24-27	Birth Year	DD22	Year in which student was born.
28-30	Geographic Origin	DD23	Permanent legal residence of student at time of application and admission.
31	Full Tuition Status	DD32	Tuition basis on which student pays fees. Always a non-applicable "4" for independent colleges.
32-35	Reserved for future		Blank-reserved for future.
36-41	Program Taxonomy	DD 31	MHEC academic program code student is enrolled in. Code 909901 is used for undeclared, unknown or undecided program.
42-43	Degree Sought	DD30.3	Degree code associated with program taxonomy student is seeking or non-degree if appropriate.
44	First Time Flag	DD 37	Identifies student first time to any college or as graduate student.
45-48	Fall Credit Hours Attempted	DD 42	Number of credit hours student is registered for on freeze date. Note implied decimal format.
49	Fall Attendance	DD 33	Full or part time status of student on freeze date.
50-51	Fall Student Level	DD 35	Student level (refer to data dictionary) on freeze date.
52-80	Reserved for future.		Must be blank.

The examples are provided to show how data is provided in EIS. Example A shows a typical single student record with real SSN. Example B shows a record with assigned student identification number.

EXAMPLES

Example A – Student Record with Real SSN

<u>Record Positions</u>	<u>Data Value</u>		<u>Explanation of Coding</u>
1-2	01	=	always “01” for Fall Semester
3-4	04	=	2004 Reporting Year
5-10	999999	=	FICE code
11	blank	=	no sub-campus code
12-20	123456789	=	student SSN
21	blank	=	real student SSN
22	1	=	Male
23	5	=	White
24-27	1980	=	1980 is year of birth
28-30	201	=	County of residence (Allegany)
31	4	=	Tuition status N/A for independents
32-35	blank	=	always blank
36-41	220400	=	Program in Economics
42-43	03	=	Seeking Bachelor’s degree
44	2	=	Continuing undergraduates
45-48	1200	=	Enrolled for 12 credits
49	1	=	Classified as a full time student
50-51	02	=	Sophomore
52-80	blanks	=	always blank

Example B – Student Record with assigned student identification number

<u>Record Positions</u>	<u>Data Value</u>		<u>Explanation of Coding</u>
1-2	01	=	always “01” for Fall Semester
3-4	04	=	2004 Reporting Year
5-10	999999	=	FICE code
11	blank	=	no sub-campus code
12-20	000101234	=	student assigned identification number
21	2	=	Type 2 - student identification number is not SSN
22	1	=	Male
23	5	=	White
24-27	1980	=	1980 is year of birth
28-30	208	=	County of residence (Charles)
31	4	=	Tuition status N/A for independents
32-35	blank	=	always blank
36-41	050101	=	Major is Business
42-43	10	=	Non-degree seeking UG
44	1	=	First time undergraduate to any college
45-48	0600	=	Enrolled for 6 credits
49	2	=	Classified as a part time student
50-51	01	=	Freshman
52-80	blank	=	always blank

Submission Procedures

The EIS file created by the institution can be sent to MHEC via several methods:

- Placed on floppy disc or CD-ROM media and mailed or hand delivered to: MHEC, Office of Information Systems, 839 Bestgate Road, Suite 400, Annapolis, MD 21401.
- Send an email attachment. Institutions should evaluate their encryption needs to insure privacy of social security numbers. The memo to institutions in Appendix D covers MHEC recommendations for transporting and encrypting email file attachment submissions to MHEC. It is the institutions responsibility to insure privacy of data during transport prior to receipt of file at MHEC. The Email address is mac@mhec.state.md.us .
- Uploaded to the MHEC data web site. URL is <http://data.mhec.state.md.us> and then follow annual collections links to complete proper upload selection. This site requires a user-id and password. Site is planned for 2004 collection.

When each EIS is submitted, the Institutional Certification and Specification Form for Automated Submission in Appendix C must be completed and submitted with each EIS file. In order to provide electronic submission of this form, it can be completed and sent as a file attachment in an email. The email transmitting the form will be used as a substitute for the signature required on the form. This means the email sender will be considered as the institution staff certifying the data.

After the file is received by MHEC, editing and consistency analysis will be used to review the data. Institutions will be contacted by phone, email or mail with issues or problems in the file. These data issues and problems must be resolved by the institution prior to data being accepted by MHEC.

Appendix A

Data Dictionary References

Data Dictionary Pages

DD 1	Collection Year
DD 2	Collection Period
DD 3	FICE
DD 4	Sub-Campus Code
DD 5	Identification Number
DD 6	Identification Number Type
DD 20	Race Ethnicity
DD 21	Gender
DD 22	Birth Year
DD 23	Geographic Origin
DD 30.3	Degree Sought
DD 31	Program Taxonomy
DD 32	Fall Tuition Status
DD 33	Fall Attendance
DD 35.1	Fall Student Level
DD 37	First Time Flag
DD 42	Fall Credit Hours Attempted

ELEMENT TITLE:

Collection Year

DEFINITION: A collection cycle year (e.g. 1992) for data collected. The collection cycle year is the calendar year used to identify the data collection and is based on annual collection schedule.

FORMAT: numeric - 4 digits

CODES:

COMMENTS: Use the collection cycle year. For example, in the 1992 collection cycle data is collected
EIS - snapshot of 1992 fall semester
TSS - annual collection for 91-92 academic yr.
DIS - annual collection for 91-92 academic yr.
HGS - annual collection for 91-92 academic yr.
Some systems may use only 2 digit year, check system manual.

RELATED TO: Collection Period

GLOSSARY:

SYSTEMS: TSS,HGS,EIS,DIS,EDS,AGGR

SYSNAME: COLYR

DOCUMENTED: 1/10/77 Revised:

ELEMENT TITLE:
Collection Period

DEFINITION: The period of collection of the data to distinguish different types and time periods.

FORMAT: numeric - 1 digit

CODES: 1 = fall snapshot
9 = annual (academic year)

COMMENTS: Fall snapshot freeze date is determined by the institution. This date must be after the end of the institution's official drop-add period for fall semester.

Annual period is for academic year which includes summer, fall and spring enrollment cycle.

EIS uses a 2 digit number "01".

GLOSSARY: academic year

RELATED TO:

SYSTEMS: TSS,HGS,EIS

SYSNAME: COLPD

DOCUMENTED: 1/10/77 Revised: 5/20/91

ELEMENT TITLE:
FICE

DEFINITION: A unique federal identification code for each institution. These are assigned by the U.S. Department of Education.

FORMAT: numeric - 6 digits

CODES: uses the old Federal Interagency Committee on Education code for institutions see next page

COMMENTS: The U.S. Dept. of Ed. uses 2 different ids for identifying institutions. The National Center for Education Statistics uses the IPEDS unit id. The Office of Program Evaluation uses the OPE number which is based upon the old FICE code. It usually has the old FICE code as the first 6 digits of an 8 digit number with a "00" as the last 2 digits. Institutions with FICE codes starting with 26 are artificial assignments by MHEC.

RELATED TO:

GLOSSARY:

SYSTEMS: EIS,TSS,HGS,DIS,IPINV,EDS

SYSNAME: FICE

DOCUMENTED: 1/10/77 Revised: 6/30/03

-DD3-

002057 Allegany College of Maryland
002058 Anne Arundel Community College
002061 Baltimore City Community College
031007 Carroll Community College
002063 Community College of Baltimore County
008308 Cecil Community College
002064 College of Southern Maryland
004650 Chesapeake College
002071 Frederick Community College
010014 Garrett College
002074 Hagerstown Community College
002075 Harford Community College
008175 Howard Community College
006911 Montgomery College
002089 Prince George's Community College
020739 Wor-Wic Community College
002062 Bowie State University
002068 Coppin State University
002072 Frostburg State University
002091 Salisbury University
002099 Towson University
002102 University of Baltimore
002104 Univ. of MD - Baltimore City
002105 Univ. of MD - Baltimore County
002103 Univ. of MD - College Park
002106 Univ. of MD - Eastern Shore
011644 Univ. of MD - University College
007959 Univ. of MD - System Office
002083 Morgan State University
002095 St. Mary's College of Maryland
002060 Baltimore Hebrew University
023148 Baltimore International College
* Binah Institute of Advanced Judaic Studies for Women

001436 Capitol College
002067 Columbia Union College
002073 Goucher College
007662 Hagerstown Business College
* Harry Lundeberg School Seamanship
002076 Hood College
002077 Johns Hopkins University
002078 Loyola College
021551 Maryland College of Art & Design
002080 Maryland Institute College of Art
002109 McDaniel College
002086 Mount St. Mary's College
* National Labor College
002087 Ner Israel Rabbinical College
002065 College of Notre Dame of Maryland
002092 St. John's College
002096 St. Mary's Seminary and University
021279 Sojourner-Douglass College
020836 TESST College of Technology
025784 TAI Sophia Institute
002107 Villa Julie College
001462 Washington Bible College
002108 Washington College
* Yeshiva College of the Nation's Capital

* means no federal FICE assigned

ELEMENT TITLE:

Sub-campus Code

DEFINITION: A code that allows a breakdown within institution or is used to classify students into groups. Usually an institution defined data element for its own needs.

FORMAT: alphanumeric - 1 character

CODES: blank = not used
any letter or number = institution (or MHEC) assigned code

COMMENTS: When necessary, MHEC may require certain institutional breakdown and use of this field.

RELATED TO:

GLOSSARY:

SYSTEMS: EIS,TSS,HGS,DIS,EDS

SYSNAME: SUBCAMP

DOCUMENTED: 1/10/77 Revised: 4/10/92
-DD4-

ELEMENT TITLE:
Identification Number

DEFINITION: The student's (or employee's) social security number (SSN), when known, is used as student identification number. When actual SSN is not known, an institution assigned 9-digit identification will be present (see comments below).

FORMAT: numeric - 9 digits

CODES: Exception Note: Institutions can provide an encrypted version of SSN which is 7 alpha-numeric characters with 2 blanks at end of field if they are using old releases of MHEC software.

COMMENTS: If assigned number is used, it should always remain unique for student at assigning institution. The Identification Number Type must be set to "2" in this case.

EDS allows use of employee numbers that are not SSNs as long as the number remains constant for the employee every year.

Some follow-up studies may use a student number that is not SSN based (bachelor's survey at independents).

RELATED TO: Identification Number Type

GLOSSARY:

SYSTEMS: EIS,TSS,HGS,EDS,DIS,RTN

SYSNAME: IDN

DOCUMENTED: 1/10/77 Revised: 11/1/04

-DD5-

ELEMENT TITLE:

Identification Number Type

DEFINITION: An indicator that determines whether the identification number is based upon a valid social security number or an institution assigned substitute number in lieu of SSN.

FORMAT: numeric - 1 digit - blank valid

CODES: blank = valid social security number (or employee number in EDS)
2 = assigned identification number

COMMENTS: Present in EIS and DIS but with additional code of 1 and 3 which also mean the same as blank.
EDS submissions using an employee based identification number should leave this field blank.

RELATED TO: Identification Number

GLOSSARY:

SYSTEMS: TSS,HGS,EIS,DIS

SYSNAME: IDT

DOCUMENTED: 1/10/77 Revised: 11/1/95

-DD6-

ELEMENT TITLE:
Race/Ethnicity

DEFINITION: Categories used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. A person may be counted in only one group.

Resident aliens (holders of Form I-551/155), noncitizens who have been lawfully admitted for permanent residence are to be reported in the appropriate racial/ethnic categories along with United States citizens.

FORMAT: numeric - 1 digit

CODES: 0 = Unknown
1 = African American (Black)
2 = Native American (Indian)
3 = Asian
4 = Hispanic
5 = White
6 = Foreign (in EDS 6 = All Other)
7 = All Other (in EDS 7 not used)

COMMENTS: In EDS, citizenship is used to determine foreign employees.

RELATED TO: Citizenship (EDS)

GLOSSARY: UNKNOWN, BLACK, INDIAN, ASIAN, HISPANIC, WHITE, FOREIGN, ALL OTHER, NATIVE AMERICAN, AFRICAN AMERICAN

SYSTEMS: EIS,TSS,HGS,DIS,EDS,AGGR,RTN

SYSNAME: RACE

DOCUMENTED: 1/10/77 Revised: 4/20/92

ELEMENT TITLE:

Gender

DEFINITION: The gender of student as recorded by the institution. Individuals missing this information must be assigned a gender.

FORMAT: numeric - 1 digit

CODES: 1 = Male
2 = Female
3 = Unknown, male assigned
4 = Unknown, female assigned

COMMENTS: Students missing gender should be assigned evenly between codes 3 and 4 by the institution.

RELATED TO:

GLOSSARY:

SYSTEMS: EIS,TSS,HGS,DIS,EDS,RTN,AGGR

SYSNAME: SEX

DOCUMENTED: 1/10/77 Revised:

ELEMENT TITLE:
Birth Year

DEFINITION: An individual's year of birth (e.g. 1940) as designated on legal birth registration or certificate.

FORMAT: numeric - 4 digits

CODES: EIS, EDS, RTN, AGGR use "0000" = unknown
TSS = blank = unknown

COMMENTS: collection year - birth year = individual's age

RELATED TO: Birth Year Qualifier (AGGR)

GLOSSARY:

SYSTEMS: EIS,TSS,EDS,RTN,AGGR

SYSNAME: BIRTHYR

DOCUMENTED: 1/10/77 Revised: 11/1/04
-DD22-

ELEMENT TITLE:
Geographic Origin

DEFINITION: The county (for Maryland residents) or state which is the student's permanent residence at the time of application.

FORMAT: numeric - 3 digits - blank valid

CODES: 001 = foreign country
100 = U.S. but state unknown
101-199 = state (see next page)
200 = Maryland but county unknown
201-224 = Maryland county (see next page)
EIS, AGGR, RTN = 000 = unknown
HGS = blank = unknown

COMMENTS: Different systems may use subsets of the above codes, see system manual.

RELATED TO:

SYSTEMS: EIS,HGS,AGGR,RTN

SYSNAME: GEORG

DOCUMENTED: 1/10/77 Revised: 11/1/04, 01/04/06

Residence:

STATES:

101	Alabama	130	New Hampshire
102	Alaska	131	New Jersey
103	Arizona	132	New Mexico
104	Arkansas	133	New York
105	California	134	North Carolina
106	Colorado	135	North Dakota
107	Connecticut	136	Ohio
108	Delaware	137	Oklahoma
109	District of Columbia	138	Oregon
110	Florida	139	Pennsylvania
111	Georgia	140	Rhode Island
112	Hawaii	141	South Carolina
113	Idaho	142	South Dakota
114	Illinois	143	Tennessee
115	Indiana	144	Texas
116	Iowa	145	Utah
117	Kansas	146	Vermont
118	Kentucky	147	Virginia
119	Louisiana	148	Washington
120	Maine	149	West Virginia
122	Massachusetts	150	Wisconsin
123	Michigan	151	Wyoming
124	Minnesota	152	American Samoa
125	Mississippi	153	Guam
126	Missouri	154	No Marianas
127	Montana	155	Puerto Rico
128	Nebraska	156	Trust Terr. Pacific Island
129	Nevada	157	Virgin Islands

COUNTIES:

201	Allegany	213	Howard
202	Anne Arundel	214	Kent
203	Baltimore	215	Montgomery
204	Calvert	216	Prince George's
205	Caroline	217	Queen Anne's
206	Carroll	218	Saint Mary's
207	Cecil	219	Somerset
208	Charles	220	Talbot
209	Dorchester	221	Washington
210	Frederick	222	Wicomico
211	Garrett	223	Worcester
212	Harford	224	Baltimore City

ELEMENT TITLE:
Degree Sought - EIS

DEFINITION: The student's most recent status in pursuing a formal award indicating either the level of degree being sought or non-degree seeking.

FORMAT: numeric - 2 digit

CODES: 00 = unknown
01 = lower division certificate
02 = associate
07= upper division certificate
03 = bachelors
10 = non-degree undergraduate
08 = post-baccalaureate certificate
04 = masters
12 = certificate of advanced study
05 = doctorate
11 = non-degree graduate first-professional
06= first-professional
09 = first-professional certificate

COMMENTS: This code used in degree sought varies between different MHEC reporting systems. Please review the system manual to determine correct coding.

RELATED TO: Program Taxonomy code, together make up academic program code

GLOSSARY: FORMAL AWARD, NONPDEGREE SEEKING, DEGREE SEEKING, ASSOCIATE, BACHELORS, FIRST-PROFESSIONAL, LOWER DIVISION CERTIFICATE, UPPER DIVISION CERTIFICATE, POST-BACCALAUREATE CERTIFICATE, CERTIFICATE OF ADVANCED STUDY, DOCTORATE, FIRST-PROFESSIONAL CERTIFICATE

SYSTEMS: EIS

SYSNAME: DEGREE (in EIS)

DOCUMENTED: 1/10/77 Revised:

DD30.3

ELEMENT TITLE:
Program Taxonomy

DEFINITION: The MHEC academic program code for the most recent instructional program area of the student.

FORMAT: alphanumeric --(6 or 8 digits, see comment below)

CODES: published periodically in the Academic Programs at Maryland Colleges and Universities or contact MHEC for current listing

909901-- = undeclared, undecided or unknown

COMMENTS: Special reporting category exemptions to the academic program code inventory may be granted in writing by MHEC.

The taxonomy is based upon the HEGIS classification system with Maryland's unique alterations.

First two digits are called the major discipline (MAJORDS). The first four digits are called the discipline (DISCPLN).

The program taxonomy code is 8 characters. Older systems (such as EIS and DIS) use only the first 6 characters. This is possible since the last two (positions 7 and 8 of code) are currently always blank and are for future expansion.

RELATED TO: Degree Sought, together make up the academic program code

GLOSSARY:

SYSTEMS: EIS,TSS,HGS,DIS,RTN,PINV,IPINV,EDS,AGGR

SYSNAME: PROGRAM

DOCUMENTED: 5/7/80 Revised: 3/31/95

-DD31-

Major Disciplines
Disciplines

***SECTION I - Conventional Academic Subdivisions of
Knowledge and Training***

Code starts with

- 01 AGRICULTURE and NATURAL RESOURCES
 - 0101 AGRICULTURE, GENERAL
 - 0102 AGRONOMY
 - 0103 SOILS SCIENCE
 - 0104 ANIMAL SCIENCE
 - 0105 DAIRY SCIENCE
 - 0106 POULTRY SCIENCE
 - 0107 FISH, GAME, AND WILDLIFE MANAGEMENT
 - 0108 HORTICULTURE
 - 0109 ORNAMENTAL HORTICULTURE
 - 0110 AGRICULTURAL AND FARM MANAGEMENT
 - 0111 AGRICULTURAL ECONOMICS
 - 0112 AGRICULTURAL BUSINESS
 - 0113 FOOD SCIENCE AND TECHNOLOGY
 - 0114 FORESTRY
 - 0115 NATURAL RESOURCES MANAGEMENT
 - 0116 AGRICULTURE AND FORESTRY TECHNOLOGIES
 - 0117 RANGE MANAGEMENT
 - 0199 OTHER, AGRICULTURE AND NATURAL SCIENCES
- 02 ARCHITECTURE and ENVIRONMENTAL DESIGN
 - 0201 ENVIRONMENTAL DESIGN, GENERAL
 - 0202 ARCHITECTURE
 - 0203 INTERIOR DESIGN
 - 0204 LANDSCAPE ARCHITECTURE
 - 0205 URBAN ARCHITECTURE
 - 0206 CITY, COMMUNITY, AND REGIONAL PLANNING
 - 0299 OTHER, ARCHITECTURE AND ENVIRONMENTAL DESIGN
- 03 AREA STUDIES
 - 0301 ASIAN STUDIES, GENERAL
 - 0302 EAST ASIAN STUDIES
 - 0303 SOUTH ASIAN STUDIES
 - 0304 SOUTHEAST ASIAN STUDIES
 - 0305 AFRICAN STUDIES
 - 0306 ISLAMIC STUDIES
 - 0307 RUSSIAN AND SLAVIC STUDIES
 - 0308 LATIN AMERICAN STUDIES
 - 0309 MIDDLE EASTERN STUDIES
 - 0310 EUROPEAN STUDIES, GENERAL
 - 0311 EASTERN EUROPEAN STUDIES
 - 0312 WEST EUROPEAN STUDIES
 - 0313 AMERICAN STUDIES
 - 0314 PACIFIC AREA STUDIES

- 0399 OTHER, AREA STUDIES
- 04 BIOLOGICAL SCIENCES
 - 0401 BIOLOGY, GENERAL
 - 0402 BOTANY, GENERAL
 - 0403 BACTERIOLOGY
 - 0404 PLANT PATHOLOGY
 - 0405 PLANT PHARMACOLOGY
 - 0406 PLANT PHYSIOLOGY
 - 0407 ZOOLOGY, GENERAL
 - 0408 PATHOLOGY, HUMAN AND ANIMAL
 - 0409 PHARMACOLOGY, HUMAN AND ANIMAL
 - 0410 PHYSIOLOGY, HUMAN AND ANIMAL
 - 0411 MICROBIOLOGY
 - 0412 ANATOMY
 - 0413 HISTOLOGY
 - 0414 BIOCHEMISTRY
 - 0415 BIOPHYSICS
 - 0416 MOLECULAR BIOLOGY
 - 0417 CELL BIOLOGY
 - 0418 MARINE BIOLOGY
 - 0419 BIOMETRICS AND BIostatISTICS
 - 0420 ECOLOGY
 - 0421 ENTOMOLOGY
 - 0422 GENETICS
 - 0423 RADIOBIOLOGY
 - 0424 NUTRITION, SCIENTIFIC
 - 0425 NEUROSCIENCES
 - 0426 TOXICOLOGY
 - 0427 EMBRYOLOGY
 - 0499 OTHER, BIOLOGICAL SCIENCES
- 05 BUSINESS and MANAGEMENT
 - 0501 BUSINESS AND COMMERCE, GENERAL
 - 0502 ACCOUNTING
 - 0503 BUSINESS STATISTICS
 - 0504 BANKING AND FINANCE
 - 0505 INVESTMENTS AND SECURITIES
 - 0506 BUSINESS MANAGEMENT AND ADMINISTRATION
 - 0507 OPERATIONS RESEARCH
 - 0508 HOTEL AND RESTAURANT MANAGEMENT
 - 0509 MARKETING AND PURCHASING
 - 0510 TRANSPORTATION AND PUBLIC UTILITIES
 - 0511 REAL ESTATE
 - 0512 INSURANCE
 - 0513 INTERNATIONAL BUSINESS
 - 0514 SECRETARIAL STUDIES
 - 0515 PERSONNEL MANAGEMENT
 - 0516 LABOR AND INDUSTRIAL RELATIONS

- 0517 BUSINESS ECONOMICS
- 0599 OTHER, BUSINESS AND MANAGEMENT
- 06 COMMUNICATIONS
 - 0601 COMMUNICATIONS, GENERAL
 - 0602 JOURNALISM
 - 0603 RADIO.TELEVISION
 - 0604 ADVERTISING
 - 0605 COMMUNICATION MEDIA
 - 0699 OTHER, COMMUNICATIONS
- 07 COMPUTER and INFORMATION SCIENCES
 - 0701 COMPUTER AND INFORMATION SCIENCES, GENERAL
 - 0702 INFORMATION SCIENCES AND SYSTEMS
 - 0703 DATA PROCESSING
 - 0704 COMPUTER PROGRAMMING
 - 0705 SYSTEMS ANALYSIS
 - 0799 OTHER, COMPUTER AND INFORMATION SYSTEMS
- 08 EDUCATION
 - 0801 EDUCATION, GENERAL
 - 0802 ELEMENTARY EDUCATION, GENERAL
 - 0803 SECONDARY EDUCATION, GENERAL
 - 0804 JUNIOR HIGH SCHOOL EDUCATION
 - 0805 HIGHER EDUCATION, GENERAL
 - 0806 JUNIOR AND COMMUNITY COLLEGE EDUCATION
 - 0807 ADULT AND CONTINUING EDUCATION
 - 0808 SPECIAL EDUCATION, GENERAL
 - 0809 ADMINISTRATION OF SPECIAL EDUCATION
 - 0810 EDUCATION OF THE MENTALLY RETARDED
 - 0811 EDUCATION OF THE GIFTED
 - 0812 EDUCATION OF THE DEAF
 - 0813 EDUCATION OF THE CULTURALLY DISADVANTAGED
 - 0814 EDUCATION OF THE VISUALLY HANDICAPPED
 - 0815 SPEECH CORRECTION
 - 0816 EDUCATION OF THE EMOTIONALLY DISTURBED
 - 0817 REMEDIAL EDUCATION
 - 0818 SPECIAL LEARNING DISABILITIES
 - 0819 EDUCATION OF THE PHYSICALLY HANDICAPPED
 - 0820 EDUCATION OF THE MULTIPLE HANDICAPPED
 - 0821 SOCIAL FOUNDATIONS
 - 0822 EDUCATIONAL PSYCHOLOGY
 - 0823 PRE-ELEMENTARY EDUCATION
 - 0824 EDUCATIONAL STATISTICS AND RESEARCH
 - 0825 EDUCATIONAL TESTING, EVAL AND MEASUREMENT
 - 0826 STUDENT PERSONNEL
 - 0827 EDUCATIONAL ADMINISTRATION
 - 0828 EDUCATIONAL SUPERVISION
 - 0829 CURRICULUM AND INSTRUCTION

0830 READING EDUCATION

- 0831 ART EDUCATION
- 0832 MUSIC EDUCATION
- 0833 MATHEMATICS EDUCATION
- 0834 SCIENCE EDUCATION
- 0835 PHYSICAL EDUCATION
- 0836 DRIVER AND SAFETY EDUCATION
- 0837 HEALTH EDUCATION
- 0838 BUSINESS, COMMERCE, AND DISTRIBUTIVE EDUCATION
- 0839 INDUSTRIAL ARTS, VOCATIONAL, AND TECHNICAL EDUCATION
- 0899 OTHER, EDUCATION
- 09 ENGINEERING
 - 0901 ENGINEERING, GENERAL
 - 0902 AEROSPACE, AERONAUTICAL AND ASTRONAUT ENGINEERING
 - 0903 AGRICULTURAL ENGINEERING
 - 0904 ARCHITECTURAL ENGINEERING
 - 0905 BIOENGINEERING AND BIOMEDICAL ENGINEERING
 - 0906 CHEMICAL ENGINEERING
 - 0907 PETROLEUM ENGINEERING
 - 0908 CIVIL, CONSTRUCTION, AND TRANSPORTATION ENGINEERING
 - 0909 ELECTRICAL, ELECTRONICS, AND COMMUNICATIONS ENGINEERING
 - 0910 MECHANICAL ENGINEERING
 - 0911 GEOLOGICAL ENGINEERING
 - 0912 GEOPHYSICAL ENGINEERING
 - 0913 INDUSTRIAL AND MANAGEMENT ENGINEERING
 - 0914 METALLURGICAL ENGINEERING
 - 0915 MATERIALS ENGINEERING
 - 0916 CERAMIC ENGINEERING
 - 0917 TEXTILE ENGINEERING
 - 0918 MINING AND MINERAL ENGINEERING
 - 0919 ENGINEERING PHYSICS
 - 0920 NUCLEAR ENGINEERING
 - 0921 ENGINEERING MECHANICS
 - 0922 ENVIRONMENTAL AND SANITARY ENGINEERING
 - 0923 NAVAL ARCHITECTURE AND MARINE ENGINEERING
 - 0924 OCEAN ENGINEERING
 - 0925 ENGINEERING TECHNOLOGIES
 - 0999 OTHER, ENGINEERING
- 10 FINE and APPLIED ARTS
 - 1001 FINE ARTS, GENERAL
 - 1002 ART
 - 1003 ART HISTORY AND APPRECIATION
 - 1004 MUSIC PERFORMING AND COMPOSITION
 - 1005 MUSIC ARTS
 - 1006 MUSIC HISTORY AND APPRECIATION
 - 1007 DRAMATIC ARTS
 - 1008 DANCE
- 1009 APPLIED DESIGN

- 1010 CINEMATOGRAPHY
- 1011 PHOTOGRAPHY
- 1099 OTHER, FINE AND APPLIED ARTS
- 11 FOREIGN LANGUAGES
 - 1101 FOREIGN LANGUAGES, GENERAL
 - 1102 FRENCH
 - 1103 GERMAN
 - 1104 ITALIAN
 - 1105 SPANISH
 - 1106 RUSSIAN
 - 1107 CHINESE
 - 1108 JAPANESE
 - 1109 LATIN
 - 1110 GREEK, CLASSICAL
 - 1111 HEBREW
 - 1112 ARABIC
 - 1113 INDIAN (ASIATIC)
 - 1114 SCANDINAVIAN LANGUAGES
 - 1115 SLAVIC LANGUAGES
 - 1116 AFRICAN LANGUAGES
 - 1199 OTHER, FOREIGN LANGUAGES
- 12 HEALTH PROFESSIONS
 - 1201 HEALTH PROFESSIONS, GENERAL
 - 1202 HOSPITAL AND HEALTH CARE ADMINISTRATION
 - 1203 NURSING
 - 1204 DENTISTRY, DDS OR DMD DEGREE
 - 1205 DENTAL SPECIALTIES
 - 1206 MEDICINE, MD DEGREE
 - 1207 MEDICAL SPECIALTIES
 - 1208 OCCUPATIONAL THERAPY
 - 1209 OPTOMETRY
 - 1210 OSTEOPATHIC MEDICINE, DO DEGREE
 - 1211 PHARMACY
 - 1212 PHYSICAL THERAPY
 - 1213 DENTAL HYGIENE
 - 1214 PUBLIC HEALTH
 - 1215 MEDICAL RECORD LIBRARIANSHIP
 - 1216 PODIATRY OR PODIATRIC MEDICINE
 - 1217 BIOMEDICAL COMMUNICATION
 - 1218 VETERINARY MEDICINE
 - 1219 VETERINARY MEDICINE SPECIALTIES
 - 1220 SPEECH PATHOLOGY AND AUDIOLOGY
 - 1221 CHIROPRACTIC
 - 1222 CLINICAL SOCIAL WORK
 - 1223 MEDICAL LABORATORY TECHNOLOGIES
 - 1224 DENTAL TECHNOLOGIES
 - 1225 RADIOLOGIC TECHNOLOGIES

- 1299 OTHER, HEALTH PROFESSIONS
- 13 HOME ECONOMICS
 - 1301 HOME ECONOMICS, GENERAL
 - 1302 HOME DECORATION AND HOME EQUIPMENT
 - 1303 CLOTHING AND TEXTILE
 - 1304 CONSUMER ECONOMICS AND HOME MANAGEMENT
 - 1305 FAMILY RELATIONS AND CHILD DEVELOPMENT
 - 1306 FOODS AND NUTRITION
 - 1307 INSTITUTIONAL MANAGEMENT AND CAFETERIA MGT
 - 1399 OTHER, HOME ECONOMICS
- 14 LAW
 - 1401 LAW, GENERAL
 - 1499 OTHER, LAW
- 15 LETTERS
 - 1501 ENGLISH, GENERAL
 - 1502 LITERATURE, ENGLISH
 - 1503 COMPARATIVE LITERATURE
 - 1504 CLASSICS
 - 1505 LINGUISTICS
 - 1506 SPEECH, DEBATE, AND FORENSIC SCIENCE
 - 1507 CREATIVE WRITING
 - 1508 TEACHING ENGLISH AS FOREIGN LANGUAGE
 - 1509 PHILOSOPHY
 - 1510 RELIGIOUS STUDIES
 - 1599 OTHER, LETTERS
- 16 LIBRARY SCIENCE
 - 1601 LIBRARY SCIENCE, GENERAL
 - 1699 OTHER, LIBRARY SCIENCE
- 17 MATHEMATICS
 - 1701 MATHEMATICS, GENERAL
 - 1702 STATISTICS, MATHEMATICAL AND THEORETICAL
 - 1703 APPLIED MATHEMATICS
 - 1799 OTHER, MATHEMATICS
- 18 MILITARY SCIENCES
 - 1801 MILITARY SCIENCE
 - 1802 NAVAL SCIENCE
 - 1803 AEROSPACE SCIENCE
 - 1899 OTHER, MILITARY SCIENCE
- 19 PHYSICAL SCIENCES
 - 1901 PHYSICAL SCIENCES, GENERAL
 - 1902 PHYSICS, GENERAL
 - 1903 MOLECULAR PHYSICS
 - 1904 NUCLEAR PHYSICS
 - 1905 CHEMISTRY, GENERAL
 - 1906 INORGANIC CHEMISTRY
 - 1907 ORGANIC CHEMISTRY
 - 1908 PHYSICAL CHEMISTRY

- 1909 ANALYTICAL CHEMISTRY
- 1910 PHARMACEUTICAL CHEMISTRY
- 1911 ASTRONOMY
- 1912 ASTROPHYSICS
- 1913 ATMOSPHERIC SCIENCES AND METEOROLOGY
- 1914 GEOLOGY
- 1915 GEOCHEMISTRY
- 1916 GEOPHYSICS AND SEISMOLOGY
- 1917 EARTH SCIENCES, GENERAL
- 1918 PALEONTOLOGY
- 1919 OCEANOGRAPHY
- 1920 METALLURGY
- 1999 OTHER, PHYSICAL SCIENCES
- 20 PSYCHOLOGY
 - 2001 PSYCHOLOGY, GENERAL
 - 2002 EXPERIMENTAL PSYCHOLOGY
 - 2003 CLINICAL PSYCHOLOGY
 - 2004 PSYCHOLOGY FOR COUNSELING
 - 2005 SOCIAL PSYCHOLOGY
 - 2006 PSYCHOMETRICS
 - 2007 STATISTICS IN PSYCHOLOGY
 - 2008 INDUSTRIAL PSYCHOLOGY
 - 2009 DEVELOPMENTAL PSYCHOLOGY
 - 2010 PHYSIOLOGICAL PSYCHOLOGY
 - 2099 OTHER, PSYCHOLOGY
- 21 PUBLIC AFFAIRS and SERVICES
 - 2101 COMMUNITY SERVICES, GENERAL
 - 2102 PUBLIC ADMINISTRATION
 - 2103 PARKS AND RECREATION MANAGEMENT
 - 2104 SOCIAL WORK AND HELPING SERVICES
 - 2105 LAW ENFORCEMENT AND CORRECTIONS
 - 2106 INTERNATIONAL PUBLIC SERVICE
 - 2199 OTHER, PUBLIC AFFAIRS AND SERVICES
- 22 SOCIAL SCIENCES
 - 2201 SOCIAL SCIENCES, GENERAL
 - 2202 ANTHROPOLOGY
 - 2203 ARCHAEOLOGY
 - 2204 ECONOMICS
 - 2205 HISTORY
 - 2206 GEOGRAPHY
 - 2207 POLITICAL SCIENCE AND GOVERNMENT
 - 2208 SOCIOLOGY
 - 2209 CRIMINOLOGY
 - 2210 INTERNATIONAL RELATIONS
 - 2211 AFRO-AMERICAN STUDIES
 - 2212 AMERICAN INDIAN CULTURAL STUDIES
 - 2213 MEXICAN-AMERICAN CULTURAL STUDIES

- 2214 URBAN STUDIES
- 2215 DEMOGRAPHY
- 2299 OTHER, SOCIAL SCIENCES
- 23 THEOLOGY
 - 2301 THEOLOGICAL PROFESSIONS, GENERAL
 - 2302 RELIGIOUS MUSIC
 - 2304 RELIGIOUS EDUCATION
 - 2399 OTHER, THEOLOGY
- 49 INTERDISCIPLINARY STUDIES and COMMUNITY COLLEGE TRANSFER PROGRAMS
 - 4901 GENERAL LIBERAL ARTS AND SCIENCES
 - 4902 BIOLOGICAL AND PHYSICAL SCIENCES
 - 4903 HUMANITIES AND SOCIAL SCIENCES
 - 4904 ENGINEERING AND OTHER DISCIPLINES
 - 4910 ARTS AND SCIENCES TRANSFER
 - 4920 BIOLOGICAL SCIENCES TRANSFER
 - 4930 HUMANITIES AND SOCIAL SCIENCE TRANSFER
 - 4940 ENGINEERING TRANSFER
 - 4950 GENERAL STUDIES TRANSFER
 - 4960 TEACHER EDUCATION TRANSFER
 - 4970 BUSINESS ADMINISTRATION TRANSFER
 - 4980 COMPUTER SCIENCE TRANSFER
 - 4999 OTHER, INTERDISCIPLINARY/TRANSFER STUDIES

SECTION II -Technological and Occupational Specialties Related to Curriculums Leading to Associate Degrees and Lower Division Certificates

Code starts with

- 50 BUSINESS and COMMERCE TECHNOLOGIES
 - 5001 BUSINESS AND COMMERCE TECHNOLOGIES, GENERAL
 - 5002 ACCOUNTING TECHNOLOGIES
 - 5003 BANKING AND FINANCE TECHNOLOGIES
 - 5004 MARKETING, DISTRIB, PURCH, BUSINESS TECH
 - 5005 SECRETARIAL TECHNOLOGIES
 - 5006 PERSONAL SERVICE TECHNOLOGIES
 - 5007 PHOTOGRAPHY TECHNOLOGIES
 - 5008 COMMUNICATIONS AND BROADCASTING TECHNOLOGIES
 - 5009 PRINTING AND LITHOGRAPHY TECHNOLOGIES
 - 5010 HOTEL AND RESTAURANT MANAGEMENT TECHNOLOGIES
 - 5011 TRANSPORTATION AND PUBLIC UTIL TECHNOLOGIES
 - 5012 APPLIED ARTS, GRAPHIC ARTS, FINE ARTS TECH
 - 5099 OTHER, BUSINESS AND COMMERCE TECHNOLOGIES
- 51 DATA PROCESSING TECHNOLOGIES
 - 5101 DATA PROCESSING TECHNOLOGIES, GENERAL
 - 5102 KEY PUNCH OPERATOR AND OTHER INPUT PREP
 - 5103 COMPUTER PROGRAMMER TECHNOLOGIES
 - 5104 COMPUTER OPERATOR AND PERIPHERAL EQUIPMENT
 - 5105 DATA PROCESSING EQUIPMENT MAINTENANCE
 - 5199 OTHER, DATA PROCESSING TECHNOLOGIES
- 52 HEALTH SERVICES and PARAMEDICAL TECHNOLOGIES
 - 5201 HEALTH SERVICES ASSISTANT
 - 5202 DENTAL ASSISTANT TECHNOLOGIES
 - 5203 DENTAL HYGIENE TECHNOLOGIES
 - 5204 DENTAL LABORATORY TECHNOLOGIES
 - 5205 MEDICAL OR BIOLOGICAL LABORATORY ASSISTANCE
 - 5206 ANIMAL LABORATORY ASSISTANT TECHNOLOGIES
 - 5207 RADIOLOGIC TECHNOLOGIES
 - 5208 NURSING, RN
 - 5209 NURSING, PRACTICAL
 - 5210 OCCUPATIONAL THERAPY TECHNOLOGIES
 - 5211 SURGICAL TECHNOLOGIES
 - 5212 OPTICAL TECHNOLOGIES
 - 5213 MEDICAL RECORD TECHNOLOGIES
 - 5214 MEDICAL ASSISTANT AND MEDICAL OFFICE ASSIST
 - 5215 INHALATION THERAPY TECHNOLOGIES
 - 5216 PSYCHIATRIC TECHNOLOGIES
 - 5217 ELECTRO DIAGNOSTIC TECHNOLOGIES
 - 5218 INSTITUTIONAL MGT TECH, (REST HOME, ETC)
 - 5219 PHYSICAL THERAPY TECHNOLOGIES
 - 5299 OTHER, HEALTH SERVICES AND PARAMEDICAL TECH

- 53 MECHANICAL and ENGINEERING TECHNOLOGIES
 - 5301 MECHANICAL AND ENGINEERING TECH, GENERAL
 - 5302 AERONAUTICAL AND AVIATION TECHNOLOGIES
 - 5303 ENGINEERING GRAPHICS
 - 5304 ARCHITECTURAL DRAFTING TECHNOLOGIES
 - 5305 CHEMICAL TECHNOLOGIES
 - 5306 AUTOMOTIVE TECHNOLOGIES
 - 5307 DIESEL TECHNOLOGIES
 - 5308 WELDING TECHNOLOGIES
 - 5309 CIVIL TECHNOLOGIES
 - 5310 ELECTRONICS AND MACHINE TECHNOLOGIES
 - 5311 ELECTROMECHANICAL TECHNOLOGIES
 - 5312 INDUSTRIAL TECHNOLOGIES
 - 5313 TEXTILE TECHNOLOGIES
 - 5314 INSTRUMENTATION TECHNOLOGIES
 - 5315 MECHANICAL TECHNOLOGIES
 - 5316 NUCLEAR TECHNOLOGIES
 - 5317 CONSTRUCTION AND BUILDING TECHNOLOGIES
 - 5399 OTHER, MECHANICAL AND ENGINEERING TECH
- 54 NATURAL SCIENCE TECHNOLOGIES
 - 5401 NATURAL SCIENCE TECHNOLOGIES, GENERAL
 - 5402 AGRICULTURE TECHNOLOGIES
 - 5403 FORESTRY AND WILDLIFE TECHNOLOGIES
 - 5404 FOOD SERVICES TECHNOLOGIES
 - 5405 HOME ECONOMICS TECHNOLOGIES
 - 5406 MARINE AND OCEANOGRAPHIC TECHNOLOGIES
 - 5407 LABORATORY TECHNOLOGIES, GENERAL
 - 5408 SANITATION AND PUB HEALTH INSPECTION TECH
 - 5499 OTHER, NATURAL SCIENCE TECHNOLOGIES
- 55 PUBLIC SERVICE RELATED TECHNOLOGIES
 - 5501 PUBLIC SERVICE TECHNOLOGIES, GENERAL
 - 5502 BIBLE STUDY OR RELIGION-RELATED OCCUPATIONS
 - 5503 EDUCATION TECHNOLOGIES
 - 5504 LIBRARY ASSISTANT TECHNOLOGIES
 - 5505 POLICE, LAW ENFORCEMENT, CORRECTIONS TECH
 - 5506 RECREATION AND SOCIAL WORK RELATED TECH
 - 5507 FIRE CONTROL TECHNOLOGY
 - 5508 PUBLIC ADMINISTRATION AND MANAGEMENT TECH
 - 5599 OTHER, PUBLIC SERVICE RELATED TECHNOLOGIES
- 56 DIRECTED TECHNOLOGY
 - 5601 DIRECTED TECHNOLOGY

SECTION III - Miscellaneous

Code starts with

- 90 UNDECLARED, UNDECIDED, OR UNKNOWN
 - 9099 UNDECIDED, UNDECLARED, UNKNOWN

ELEMENT TITLE:
Fall Tuition Status

DEFINITION: The basis on which the student pays fees to the institution for the fall semester only of the collection period.

FORMAT: numeric - 1 digit

CODES: 1 = County resident (community colleges only)
2 = Maryland resident
3 = Non-Maryland resident
4 = Non-applicable (Independent Colleges and university of Maryland University College only)
5 = Employee of institution and/or employee's family receiving tuition waiver

COMMENTS:

RELATED TO:

GLOSSARY:

SYSTEMS: EIS

SYSNAME: TSTATUS

DOCUMENTED: 1/10/77 Revised: 12/5/89

ELEMENT TITLE:

Fall Attendance

DEFINITION: The classification level of student's fall attendance by the institution as full-time or part-time based on total semester hour load.

FORMAT: numeric - 1 digit

CODES: 1 = full-time, FT
2 = part-time, PT
blank = not enrolled, only used in HGS

COMMENTS: In all systems except HGS, blank code is not valid. In HGS, a blank entry for fall and spring attendance indicates student not enrolled in either and implies enrolled only in summer session.

RELATED TO:

GLOSSARY: SEMESTER HOUR, FULL-TIME, PART-TIME

SYSTEMS: EIS,HGS,AGGR,RTN

SYSNAME: FATTEND

DOCUMENTED: 1/10/77 Revised: 11/1/04

ELEMENT TITLE:

Fall Student Level - EIS

DEFINITION: The student's level of enrollment as of the fall freeze date. Student level is based upon cumulative credit hours earned as of fall freeze date.

FORMAT: numeric - 2 digits

CODES: undergraduate student
01 = first-year – freshman-normally <30 credits earned
02 = second-year – sophomore-normally ≥ 30 and <60 credits earned
03 = third-year – junior-normally ≥ 60 and <90 credits earned
04 = fourth-year and beyond – senior-normally \geq credits earned
07 = unclassified-see glossary
graduate/first professional student
05 = first-year graduates/first professional-less than 1 full year of study
06 = one or more full years of graduate/first-professional study
08 = unclassified graduate/first-professional

COMMENTS: See individual system manual.

RELATED TO: First-Time Flag, Cumulative Native Credit Hours Earned + Cumulative Transfer Credit Hours Earned, Program Level

GLOSSARY: UNDERGRADUATE STUDENT, GRADUATE STUDENT, FIRST-YEAR, SECOND-YEAR, THIRD-YEAR, FOURTH-YEAR AND BEYOND, UNCLASSIFIED, FIRST-PROFESSIONAL, CREDIT HOURS

SYSTEMS:

SYSNAME: FLEVEL (in EIS)

DOCUMENTED: 1/10/77 Revised: 2/20/92
-DD35.1

ELEMENT TITLE:
First Time Flag

DEFINITION: A flag that indicates the student is enrolled within the collection period for first time at any institution at the appropriate program level (Undergraduate, Graduate or First-Professional).

FORMAT: numeric - 1 digit

CODES:

- 1 = first-time undergraduate
- 2 = continuing undergraduate
- 3 = first-time graduate
- 4 = continuing graduate
- 9 = all students first-time or not (restricted to MHEC use, internal AGGR)

blank not valid

COMMENTS: Undergraduate students enrolled in the fall term who attended college for the first time the preceding summer should be considered as first-time fall semester students. Students who entered college for the first time after high school graduation with advanced standing (college credits earned before graduation from high school or placement testing) should be reported as first-time in the appropriate semester regardless of entering undergraduate fall student level. High school students concurrently enrolled before graduation from high school are not considered to be first-time.

RELATED TO: Fall Student Level, Cumulative Transfer Credit Hours Earned

GLOSSARY: FIRST-TIME UNDERGRADUATE, FIRST-TIME GRADUATE, FIRST-TIME FIRST-PROFESSIONAL

SYSTEMS: AGGR, EIS

SYSNAME: FIRSTM

DOCUMENTED: 1/10/77 Revised: 11/1/04

ELEMENT TITLE:

Fall Credit Hours Attempted

DEFINITION: The credit hours attempted by the student in the fall semester of reporting period. Usually the number of credits student was registered for at the institution's freeze date (end of drop-add period).

FORMAT: numeric - 4 digits - implied decimal place 99V99
blank not valid

CODES:

COMMENTS: Under special circumstances, when a student is still enrolled to complete degree requirements but not taking any credit courses, the use of a zero filled field is allowed. These will still need to be verified by the institution during editing process.

RELATED TO:

GLOSSARY: CREDIT HOURS

SYSTEMS: EIS

SYSNAME: FCRHRA

DOCUMENTED: 1/10/77 Revised: 11/1/04

Appendix B

MHEC Data Collection Glossary

MARYLAND ANNUAL DATA COLLECTION

GLOSSARY

June 2003
MD Higher Education Commission
Office of Information Systems

MARYLAND HIGHER EDUCATION COMMISSION
GLOSSARY

ACADEMIC YEAR - The period of time generally extending from June to May; usually equated to a sequence of three semesters (summer, fall, spring).

AFRICAN AMERICAN - A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).

ALL OTHER - A person from races not defined as ASIAN, BLACK, INDIAN, HISPANIC, FOREIGN, UNKNOWN OR WHITE.

AREA OF CONCENTRATION - A sequential arrangement of courses within a program which at the undergraduate level exceeds 24 semester credit hours, at the masters level exceeds 12 semester hours, and exceeds 18 semester hours at the doctoral level.

ASIAN - Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, Samoa, India and Vietnam.

ASSOCIATE - A degree awarded for satisfactory completion of not less than 60 or more than 70 semester hours, or equivalent hours of college credit representing a planned sequence of learning experiences.

BACHELOR - A degree awarded for satisfactory completion of not less than 120 semester hours, or equivalent hours of college credit representing a planned sequence of learning experience.

BLACK - see AFRICAN AMERICAN

BRANCH CAMPUS - A permanent instructional unit of a degree-granting institution approved by the Maryland Higher Education Commission or of a chartered institution, located at a site other than the principal location of the approved or chartered institution, which offers on a continuing basis all the instruction required for a baccalaureate degree.

CERTIFICATE OF ADVANCED STUDY - A degree awarded for satisfactory completion of at least 30 semester hours of graduate study or the equivalent beyond the master's degree.

CREDIT - Recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient towards the requirements for a formal award.

CREDIT COURSE - A course that, if successfully completed, can be applied toward the number of courses required for achieving a formal award.

CREDIT HOURS - A unit of measure applied toward the total number of hours needed for completing the requirements of a degree, certificate, or other formal award, which represents:

- a) a minimum of 15 hours (50 minutes each) of actual class time;
- b) a minimum of 30 hours (50 minutes each) of supervised laboratory or studio time;

- c) a minimum of 45 hours (50 minutes each) of instructional situations such as practica, internships, and cooperative educational placements;
- d) instruction delivered by instructional television (ITV) or other electronic media based on the equivalent outcomes in student learning of (a) above, and may include a combination of telelessons, classroom instruction, student consultation with instructors, and readings.

DEGREE - See FORMAL AWARD

DEGREE SEEKING - Students enrolled in courses for credit who are recognized by the institution as seeking a degree or other formal award.

DOCTORATE - A degree awarded for satisfactory completion of the requirements of a program of studies representing a planned sequence of learning experiences consisting of at least 2 years of study beyond the master's level, including completion of a thesis or dissertation.

FIRST-PROFESSIONAL - An award that requires completion of a program that meets all of the following criteria:

(1) completion of the academic requirements to begin practice in the profession; (2) at least two years of college work before entrance to the program; and (3) a total of at least six academic years of college work to complete the degree program, including prior required college work plus the length of the professional program itself. First-Professional degrees may be awarded in the following ten fields:

- Chiropractic (D.C. or D.C.M.)
- Dentistry (D.D.S. or D.M.D.)
- Law (L.L.B., J.D.)
- Medicine (M.D.)
- Optometry (O.D.)
- Osteopathic Medicine (D.O.)
- Pharmacy (Pharm. D.)
- Podiatry (POD.D or D.P.)
- Theology (M. Div.)
- Veterinary Medicine (D.V.M.)

FIRST PROFESSIONAL CERTIFICATE - A degree awarded for satisfactory completion of a program of study consisting of the number of courses required by the appropriate national professional association.

FIRST-TIME FIRST-PROFESSIONAL - A student enrolled for the first time in the first-professional program. Includes first-professional students enrolled in the fall term who entered the program for the first time in the preceding summer.

FIRST-TIME FRESHMEN - An entering freshman attending any institution for the first time at the undergraduate level. Include students enrolled in the Fall term who attended college for the first time in the preceding summer. Also includes students who entered with advanced standing (college

credits earned before graduation from high school). High school students who are concurrently enrolled are not considered first-time.

FIRST-TIME GRADUATE - A student enrolled at the graduate level for the first time. Includes graduate students enrolled in the fall term who entered graduate school for the first time in the preceding summer.

FIRST-TIME UNDERGRADUATE - A student attending any institution for the first time at the undergraduate level. Include students enrolled in the Fall term who attended college for the first time in the preceding summer. Also includes students who entered with advanced standing (college credits earned before graduation from high school). High school students who are concurrently enrolled are not considered first-time.

FIRST-YEAR - A student who has completed less than the equivalent of one full year of undergraduate work, that is, less than 30 semester hours in a 120 hour program.

FOREIGN - Non-resident alien. A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.

FORMAL AWARD - An award conferred by a college, university or other postsecondary education institution as official recognition for the successful completion of a program of studies.

FOUR-YEAR COLLEGE OR UNIVERSITY - A public or private institution of postsecondary education which: (a) awards a baccalaureate level degree in two or more instructional programs, and may award one or more of the following degrees at the graduate level: (i) Masters, (ii) Doctorate or (iii) First professional and (b) offers appropriate upper divisional courses in the liberal arts and sciences.

FOURTH YEAR AND BEYOND - A student who has completed the equivalent of three years of full-time undergraduate work, that is, at least 90 semester hours in a 120 hour program.

FRESHMAN - See **FIRST-YEAR**

FULL-TIME - A student determined by the institution as having a normal academic load in terms of course work or other activity. Normally, an undergraduate student will be enrolled for twelve or more semester credits (or quarter hours). A graduate student will be enrolled for nine or more semester credits (or quarter hours). A first-professional student is defined by the institution.

GRADUATE - A program of study beyond the bachelor's degree other than **FIRST-PROFESSIONAL** and typically requiring a bachelor's degree for entrance.

GRADUATE STUDENT - A student enrolled in a graduate degree program. Includes students taking graduate course work whether degree seeking or non-degree seeking.

HISPANIC - A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

INDIAN - see NATIVE AMERICAN

INSTITUTION OF POSTSECONDARY EDUCATION - An institution which offers an educational program within the State for persons 16 years old or older who have graduated from or left elementary or secondary school.

INSTRUCTIONAL PROGRAM - See PROGRAM

JUNIOR - See THIRD-YEAR

LOWER DIVISION - Credit courses taken at the first-year (freshman) or second-year (junior) levels.

LOWER DIVISION CERTIFICATE - A degree awarded for satisfactory completion of the requirements of a program of studies representing a planned sequence of learning experiences which consist of at least 12 semester hours of college-level work at the freshman or sophomore levels, or both.

MASTERS - A degree awarded for satisfactory completion of the requirements of a program of studies representing a planned sequence of learning experiences which consist of at least 30 semester hours or the equivalent of graduate-level courses.

NATIVE AMERICAN - American Indian or Alaskan native. A person having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

NON-DEGREE SEEKING - Students enrolled in courses for credit who are recognized by the institution as having no intent of seeking a degree or who have not made a declaration of degree intention.

OFF-CAMPUS PROGRAM - A program that contains (a) more than 1/3 of the required coursework in a major field of study leading to a certificate beyond the bachelor's level or leading to any undergraduate or graduate degree offered by an approved or chartered institution at a location other than the principal location of the institution during any 12-month period or (b) coursework offered at a location other than the principal location of an approved or chartered institution which is advertised as leading to a degree or to a certificate beyond the bachelor's level at that location.

PART-TIME - A student who is taking less than the normal academic load for a full-time student.

POST-BACCALAUREATE CERTIFICATE - A degree awarded for satisfactory completion of the requirements of a program consisting of at least 12 semester credit hours of courses at the graduate or upper divisional level, the majority of which are at the master's level.

PRIVATE CAREER SCHOOL DIPLOMA OR CERTIFICATE - A formal award granted by a private career school for satisfactory completion of a program of study consisting of the number of courses required by the school and approved by the Maryland Higher Education Commission.

PROGRAM - A course of study requiring the completion of a specified number of course credits from among a prescribed group of courses, which leads to a formal award.

QUARTER HOUR - One quarter hour of credit is awarded for instruction equivalent to 2/3 of the contract hours required for 1 semester hour of credit, when supervision is assured and learning is documented.

REMEDATION PROGRAM - Instructional activities or services designed for students deficient in the general competencies necessary for college-level work, especially in reading, writing, and mathematics. Typically, these are not credit courses.

SECOND-YEAR - A student who has completed the equivalent of one full year of full-time undergraduate work, that is at least 30 semester hours but less than 60 semester hours in a 120 hour program.

SEMESTER HOUR - One semester hour of credit is awarded for:

- a) A minimum of 15 hours (50 minutes each) of actual class time, exclusive of registration, study days, and holidays;
- b) A minimum of 30 hours (50 minutes each) of supervised laboratory or studio time, exclusive of registration, study days, and holidays;
- c) A minimum of 45 hours (50 minutes each) of instructional situations such as practica, internships, and cooperative education placements, when supervision is assured and learning is documented;
- d) Instruction delivered by instructional television (ITV) or other electronic media based on the equivalent outcomes in student learning of (a) above, and may include a combination of telelessons, classroom instruction, student consultation with instructors, and readings, when supervision is assured and learning is documented.

SENIOR - See **FOURTH-YEAR AND BEYOND**

SOPHOMORE - See **SECOND-YEAR**

THIRD-YEAR - A student who has completed the equivalent of two years of full-time undergraduate work, that is, at least 60 semester hours but less than 90 semester hours in a 120 hour program.

TRANSFER - A new student entering the reporting institution but known to have previously attended a postsecondary institution at the same level of study (undergraduate, graduate or first-professional).

UNCLASSIFIED - A student taking courses creditable toward a degree or other formal award who cannot be classified by academic level. For example, this could include transfer students whose earned credits have not been determined at the time of reporting or students enrolled in a program who already hold an equivalent or higher degree. High school students concurrently enrolled before graduation should also be included.

UNDERGRADUATE STUDENT - A student enrolled in a bachelor's degree program or in a program below the baccalaureate. Includes students taking course work below a bachelor's degree whether degree seeking or non-degree seeking.

UNKNOWN - A person whose race is unknown.

UPPER DIVISION - Credit courses taken at the third-year (junior) or fourth-year and beyond (senior) levels.

UPPER DIVISION CERTIFICATE - A degree awarded for satisfactory completion of the requirements of a program of studies representing a planned sequence of learning experiences which consist of at least 12 semester hours of college-level work at the third-year or fourth-year and beyond levels, or both.

WHITE - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).

Appendix C

Institutional Certification and Specification Form for Automated Submission

MARYLAND HIGHER EDUCATION COMMISSION

INSTITUTIONAL CERTIFICATION AND SPECIFICATION FORM FOR AUTOMATED SUBMISSION

INSTRUCTIONS - The institution should complete this form and forward to either the Commission or your segmental coordinator. It is important that all information be completed and this form accompany the file to insure accurate transfer of data.

SUBMISSION DATE / / FOR INSTITUTION _____

CERTIFICATION

Attached is the file submission for the system indicated below in the standard MHEC record format and prepared in accordance with MHEC instructions and data definitions.

Name _____

Title _____

Phone _____

I certify that the information submitted on this file is correct and true to the best of my knowledge

Signature _____

System Submitted (check only one and supply all information)

	Freeze Date ¹	Number of Records	Independents Only:
<input type="checkbox"/> Enrollment Information System (EIS)	<u> </u> / <u> </u> / <u> </u>	<u> </u> students	<u> </u> all <u> </u> MD residents
<input type="checkbox"/> Degree Information System(DIS)	N/A	<u> </u> students	<u> </u> all <u> </u> MD residents
<input type="checkbox"/> Employee Data System (EDS)	<u> </u> / <u> </u> / <u> </u>	<u> </u> employees	
<input type="checkbox"/> High School Graduate System (HGS)	N/A	<u> </u> students	
<input type="checkbox"/> Transfer Student System (TSS)	N/A	<u> </u> students	
<input type="checkbox"/> Financial Aid Information System (FAIS)	N/A	<u> </u> records	<u> </u> all <u> </u> MD residents
<input type="checkbox"/> Workforce Data System (WDS) (for community colleges: credit <u> </u> and/or non-credit <u> </u>)		N/A <u> </u> students	

¹Freeze Date is the "as of" for the data on file

FILE SPECIFICATION

Type of Software and computer used:

Circle appropriate specifications for file transfer:

Options	Character Format	File Format	File Transmittal
Preferred	ASCII	Text*	Diskette or Email Attachment (should be encrypted)
Other		Access (WDS only) Excel (WDS only)	

*text is fixed format, non-delimited, MS-DOS file

INSTRUCTIONS

In order to allow institutions flexibility to submit files in different formats, the use of this form allows for an accurate and complete transfer of information to the Commission. The use of this form eliminates missing or incorrect specifications that cause both confusion and extra work. It also reduces the possibility of loss of data or misinterpretation.

A cover letter in lieu of this certification form can be used as an alternative. If you email your file this certification is still required. Please be sure to include all of the information and certification statement contained on this form in the email or attach a copy of this completed form as a document. The email transmitting this form will substitute for the signature on the form.

SPECIAL PUBLIC SEGMENT COORDINATOR INSTRUCTIONS

The UMS can submit certifications by either the institutions or the segment. The freeze date for enrollment and employee submissions (day when snapshot of students or employees was taken to create the file) must be included for each institution.

Each institution (or organizational) reporting unit must be in a separate physical file. In the past, we have had problems in trying to separate the institution from one large file due to bad institution coding or file specifications.

Appendix D

File Submission Encryption Recommendations

MEMORANDUM

Date: April 15, 2004
To: Coordinator, Maryland Annual Collection
From: Charles Benil
Subject: Encryption Recommendations for Email File Attachments

The Maryland Higher Education Commission (MHEC) understands the desire of institutions to have the ability to email data files collected for the Maryland Annual Collection (MAC) to us. Since simple email attachments are not secure, the institution must consider safeguarding the Personally Identifiable Information in the email attachment containing the required data files. MHEC has in place an internal policy to adequately safeguard the data once it is in MHEC's possession. Until MHEC takes ownership of the data, the responsibility for security and privacy of data lies with the institution. The institution must adequately address the security and privacy of these data files both at their institution and during transport. With this in mind, MHEC makes the following recommendations to assist the institutions:

- A. Do not attach files to email without some protection.
- B. The level of protection can be decided by the school, but must be mutually manageable by both MHEC and the institution.
- C. Passworded ZIP files from various ZIP software vendors that use the current ZIP 2.0 encryption standard are acceptable to MHEC. If the institution wishes to use this method of protection, MHEC will accept the passworded zipped file in email messages. Newer versions of ZIP software utilizing advanced encryption may not be compatible between vendors software.
- D. MHEC will support one vendor's package for advanced encryption beyond current ZIP standard. The vendor MHEC has chosen is WINZIP. WINZIP software version 9.0 and greater will use the more robust advanced encryption techniques to protect data files.
- E. The password or key can be telephoned to, sent by mail, sent in a separate email message, or delivered in person to the MHEC staff person responsible for the data survey or the collection coordinator at MHEC.
- F. If an institution chooses to use different encrypting software, it must be capable of producing self-extracting files and they must furnish the key via one of the methods above.
- G. When sending self-extracting encrypted files to MHEC please change the file extension to .MHEC since our email system blocks files with an .exe extension. Be aware that you will

be warned that changing the extension may make the file unusable. Click on OK when that warning is issued.

H. If an institution's security policy does not allow email transfer, we recommend the U.S. Postal Service, courier service or hand delivery by the institution staff.

I hope this provides you with recommendations that you can use in conjunction with your institution's security and privacy policies. Together these will guide you to the method most appropriate for your institution.