Wes Moore
Governor

Aruna Miller
Lt. Governor

Cassie Motz
Chair

Sanjay Rai, Ph.D.
Acting Secretary

MEMORANDUM

DATE: November 13, 2023

TO: Four-Year Public Institutions & Community Colleges

FROM: Parris Jackson, Director, Office of Information Technology, MHEC

CC: Emily A. A. Dow, Assistant Secretary, Academic Affairs, MHEC
            Barbara Schmertz, Director, Office of Research and Policy Analysis, MHEC
            Ann Kellogg, Director of Reporting Services, MHEC

SUBJECT: Revisions to the Student Course Registration System (SCRS) Layout – Public Institutions only

This memorandum serves to inform you about recent revisions to SCRS. As indicated in the original memo to you announcing details about SCRS, the system is designed to be an annual collection (Collection Term DD2 = 9) that includes courses for the year. However, after receiving questions and having internal discussions, we determined that an additional data element was necessary to capture the academic term assigned to courses offered during the year. To address this issue, Academic Term (DD184), with codes 1-5, with 5 indicating the option "will not report" for the 2023-24 collection year, was added to the layout. This new field was inserted (not appended) after Student Academic Level (DD177) in the layout.

Another revision to the SCRS layout was to expand the Course Session (DD146) from 3 to 4 alphanumeric positions. MHEC was notified that some institution course offerings, particularly at the graduate level, extend beyond the 3 positions.

The [data website](#) has been updated to reflect these changes.

If you have questions regarding, please submit them to mac2help.mhec@maryland.gov.

Thank you for your partnership and your patience as we establish this new data collection, due March 15, 2024.