

## **COMPLETION OF THE MOHE HEAD COUNT SPREADSHEET:**

*Use Student Enrollment Record Form for inputting*

### **Fiscal Year:**

The fiscal year is the calendar year in which the fiscal year ends. Remember, this is the same for EVERY student on the list.

ie: reporting period 2008/2009 - we would code this as **2009** for all students.

### **Term-Season:**

We report through the 10<sup>th</sup> day fall term. Therefore, we code this as **2** for all students.

### **Term Type:**

We run on a quarter system. Therefore, we code this as **1** for all students.

### **Institution Code:**

The Academy College Institution Code is 1820015. Therefore, we code this as **1820015** for all students.

### **Student's last Name:**

The combination of letters by which the student is legally known.

For last name with more than 20 letters, use the first 20 letters and drop the remaining letters.

### **Student's First Name:**

Actual First name; no nicknames.

### **Student's Middle Initial:**

If no middle initial, leave blank.

### **Social Security Number:**

Use United States Social Security numbers only.

If social security number is unavailable code as 000000000.

### **Institution Student Number:**

We do not assign official student numbers outside of CLASS. Therefore, we code this as **9999999** for all students.

### **Gender:**

Code as **M** or **F**. Unavailable is coded as **Z**.

### **Birth Date:**

Birthdate should be in the order – Year, Month, Date

8 digit numeric field is coded as **YYYYMMDD**

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Unavailable is coded as 99999999.

**Racial/Ethnic Origin:**

Code as:

- 1 - Black or African American
- 2 - Alaska native
- 3 - Asian
- 4 - Hispanic Latino
- 5 - White
- 6 - Native Hawaiian or Other Pacific Islander
- 7 - Two or more races
- 8 - Nonresident alien
- 9 - Unavailable

**Minnesota County of Residence:**

Enter the appropriate county of residence code ONLY for those Summer, Summer mid-quarter and Fall students who are attending college for the first time AND are MN residents.

NOT a new undergraduate student – coding of 90. Therefore, all current, re-enroll and LOA students are coded as **90**.

All non residents of MN are also coded as **90**.

Registration Type:

Summer, summer mid-quarter and fall will vary dependent upon status

8 – Reenrolling students

8 – LOA (non-continuous) students

7 – Current students

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**Quarterly Maintenance:**

In **week 8** of each quarter verify with the Campus Director that all grades have been entered for previous quarter and graduates have been moved to grad status in CLASS. Once verified, complete the following processes for each of the two reports.

**OHE Head Count Report:**

Run a graduate list for the *previous quarter*

*Instructions*

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Move each graduate row over from the OHE Head Count report to the OHE graduate report.

Run a quarter drop report for the *previous quarter*

*Instructions*

Delete each drop student from the OHE Head Count report

Run a start report for the *current quarter*

Run a start report for the *current mid-quarter*

Verify that there is a NEW completed form for each of the students on the start report. Please note that we may NOT use an old form for previous grads, we must ensure we have a new form indicating the student's new program information.

Sort the OHE Head Count report by start date, student last name, student first name

**OHE Graduate Report:**

*Instructions*

Enter all new students onto the OHE head count report. Verify that the number of students added correlates with the number of students on the start report.

File the start report along with all student forms sorted by start date and then alphabetically by last name in the OHE binder.

**Graduate Report:**

You have now printed the grad report for last quarter and moved all graduate rows from the OHE Head Count Report to the Graduate Report. Place the grads on the report by grad date and last name.

Print a year-to-date grad report

*Instructions-remember to add dates*

Verify that all students on the year-to-date report are listed on the report.

Double check all information added to the report.

Place the report and student forms in the OHE binder.

Forward the OHE binder to the Campus Director for review.

### **ANNUAL MOHE Head Count Report:**

Run a Master Student Listing for Student's with the following status: A,P,R,L,B

D – Administration  
R – Reports  
M – Master Student Listing  
A – Specify Criteria  
A – Specify Student Status: A, P, R, L, B  
Done Selecting  
Done Specifying Criteria  
Continue with Report  
A – Sort on Student Name  
S – Summary  
OK to continue  
Print  
N - Letter  
N - Labels

- 1) Keep in mind that there may be fall start students that have not yet been moved to an A (active) status from a B (start) or R(re-enroll) status due to the entering of attendance.
- 2) Of the B and R students, if the student attended on or before 10/10, they should be counted in the report.
- 3) Of the B and R students, if the student did NOT attend on or before 10/10, they should NOT be counted in the report.

If the student's status is B or R and they DID NOT attend on or before 10/10, cross them off the master student listing and deduct them from the total count on the last page.

Run a Re-entry report from Master Student Listing for R's  
Dates – 10/10/?? To 10/9/??

*Print detailed instructions*

Run an LOA report

*Print detailed instructions*

Reconcile the number of students from the Master Student listing CLASS report to the MOHE spreadsheet – make corrections as necessary.

Gathering all of the OHE forms and sort in the following groups may help in reconciling:

Summer, Summer mid-quarter and Fall

Continuing Students

ReEntry

LOA

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