MSEP Data Collection
FY 2022

Thursday, September 30, 2021
Presenters

• Dr. Leah Reinert
  Policy and Research Manager
  leahr@mhec.org

• Sara Appel
  Associate Director for Policy Initiatives
  saraa@mhec.org
Workflow

1. Prepare Worksheet
2. Collect Information
3. Complete and Check Data
4. Submit
   - MHEC/MSEP sends a received receipt
Completing the Worksheet

• Enter the data on the General Information sheet
• Query your student information system for MSEP students
• Paste that information into the correct columns on the Data Sheet
• Submit your data to msep@mhec.org
<table>
<thead>
<tr>
<th>A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midwest Student Exchange Program (MSEP)</td>
</tr>
<tr>
<td><strong>FY 2022 Data Submission</strong></td>
</tr>
<tr>
<td><strong>DUE: 12/31/2021</strong></td>
</tr>
<tr>
<td>When complete, please email to <a href="mailto:msep@mhec.org">msep@mhec.org</a></td>
</tr>
<tr>
<td><strong>State Information</strong></td>
</tr>
<tr>
<td><strong>State:</strong> Missouri</td>
</tr>
<tr>
<td><strong>Institution:</strong> Appel State University</td>
</tr>
<tr>
<td><strong>Institution OPE ID:</strong></td>
</tr>
<tr>
<td><strong>Institution IPEDS ID:</strong> 0000000</td>
</tr>
<tr>
<td><strong>No MSEP Enrollments:</strong></td>
</tr>
<tr>
<td><strong>Contact Information</strong></td>
</tr>
<tr>
<td><strong>Name:</strong> Sara Appel</td>
</tr>
<tr>
<td><strong>Role:</strong> Institutional Research Analyst</td>
</tr>
<tr>
<td><strong>Email:</strong> <a href="mailto:saraa@appelstate.edu">saraa@appelstate.edu</a></td>
</tr>
<tr>
<td><strong>Phone:</strong> 612.677.2778</td>
</tr>
</tbody>
</table>
Data Fields

A. Origin State
B. Program CIP Code
C. Tuition Mode
D. Credits Taken
E. Standing
F. Year of MSEP Participation
G. Graduation Status
H. Resident Tuition by Credit
I. Non-Resident Tuition by Credit
J. MSEP Tuition by Credit
K. Resident Program Tuition
L. Non-Resident Program Tuition
M. MSEP Program Tuition
N. Program Credit Cap

Fill columns based on Tuition Mode
Origin State (Column A)

• The state of the student's home residence when they matriculated at your institution.

• Only include students from MSEP participating states (including Illinois and Michigan)

• Use the United States Postal Service approved state abbreviations

  • Illinois - IL
  • Indiana - IN
  • Kansas - KS
  • Michigan - MI
  • Minnesota - MN
  • Missouri - MO
  • Nebraska - NE
  • North Dakota - ND
  • Ohio - OH
  • Wisconsin - WI
Program CIP Codes (Column B)

• The CIP (Classification of Instructional Programs) Code is from the National Center for Education Statistics (NCES) that corresponds with the student's program of study. If you need a table of these codes visit https://nces.ed.gov/ipeds/cipcode/searchresults.aspx?y=56&sw=1,2,3&ct=1&ca=1,2,5 or download an Excel list from the MHEC/MSEP webpage.

• Enter “99” for undecided/unknown

• Please ensure your CIP Code includes the decimal.
Tuition Modes (Column C)

• Credit - the student is charged on a per-credit basis, often used for part-time students.

• Program - the student is charged a flat rate for their program regardless of the number of credits currently taking.

• Both – the student is charged a flat rate for their program up until a certain credit limit and credits past this cap are priced at the per-credit tuition rate.

• Non-Differential - the institution charges one tuition rate no matter the student’s state of residence.
Non-Differential Tuition Mode (Column H)

- **Non-Differential Tuition** is when the institution charges one tuition rate no matter the student’s state of residence.
- Complete the data sheet ensuring that the tuition amount is in column H under **Resident Tuition by Credit**.

```
<table>
<thead>
<tr>
<th></th>
<th>Origin State</th>
<th>Program CIP Code</th>
<th>Tuition Mode</th>
<th>CreditsTaken</th>
<th>Standing</th>
<th>Year of MSEP Participation</th>
<th>Graduation Status</th>
<th>Resident Tuition by Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>IL</td>
<td>22</td>
<td>Non-differential</td>
<td>15</td>
<td>1</td>
<td>1</td>
<td>N</td>
<td>$ 975.00</td>
</tr>
<tr>
<td>3</td>
<td>MI</td>
<td>4</td>
<td>Non-differential</td>
<td>15</td>
<td>1</td>
<td>1</td>
<td>N</td>
<td>$ 975.00</td>
</tr>
<tr>
<td>4</td>
<td>OH</td>
<td>44</td>
<td>Non-differential</td>
<td>18</td>
<td>3</td>
<td>2</td>
<td>Y</td>
<td>$ 975.00</td>
</tr>
<tr>
<td>5</td>
<td>MN</td>
<td>51</td>
<td>Non-differential</td>
<td>12</td>
<td>3</td>
<td>3</td>
<td>N</td>
<td>$ 975.00</td>
</tr>
<tr>
<td>6</td>
<td>KS</td>
<td>34</td>
<td>Non-differential</td>
<td>12</td>
<td>2</td>
<td>3</td>
<td>N</td>
<td>$ 975.00</td>
</tr>
<tr>
<td>7</td>
<td>IL</td>
<td>99</td>
<td>Non-differential</td>
<td>14</td>
<td>2</td>
<td>6</td>
<td>N</td>
<td>$ 975.00</td>
</tr>
<tr>
<td>8</td>
<td>MO</td>
<td>1</td>
<td>Non-differential</td>
<td>12</td>
<td>4</td>
<td>6</td>
<td>Y</td>
<td>$ 975.00</td>
</tr>
<tr>
<td>9</td>
<td>NE</td>
<td>15</td>
<td>Non-differential</td>
<td>4</td>
<td>5</td>
<td>4</td>
<td>Y</td>
<td>$ 975.00</td>
</tr>
<tr>
<td>10</td>
<td>ND</td>
<td>61</td>
<td>Non-differential</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>U</td>
<td>$ 975.00</td>
</tr>
<tr>
<td>11</td>
<td>WI</td>
<td>47</td>
<td>Non-differential</td>
<td>3</td>
<td>2</td>
<td>5</td>
<td>N</td>
<td>$ 975.00</td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```
Credits Taken and Standing (Columns D & E)

Credits Taken
• The number of credits the student is enrolled in for the fall 2022 term.

Standing
• Accepted values
  1 - Undergraduate Freshman
  2 - Undergraduate Sophomore
  3 - Undergraduate Junior
  4 - Undergraduate Senior
  5 - Undergraduate student attending for 5+ years
  6 - Professional or Graduate Student
Year of Student Participation (Column F)

• The number of years this student has been an MSEP recipient.
  • For example, a new undergraduate student in MSEP would be a 1 while other students in the program such as an undergraduate junior would be 3 and so on.
  • If you do not have access to the above, please enter the number of years the student has been enrolled at your institution.
Graduation Status (Column G)

• Indicate whether or not the student will graduate this year by noting
  • “Y” (Yes)
  • “N” (No)
  • “U” (Unknown)
Example of Columns A to G

<table>
<thead>
<tr>
<th></th>
<th>Origin State</th>
<th>Program CIP Code</th>
<th>Tuition Mode</th>
<th>Credits Taken</th>
<th>Standing</th>
<th>Year of MSEP Participation</th>
<th>Graduation Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>SD</td>
<td>22</td>
<td>Credit</td>
<td>15</td>
<td>1</td>
<td>1 N</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>MI</td>
<td>4</td>
<td>Credit</td>
<td>15</td>
<td>1</td>
<td>1 N</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>OH</td>
<td>44</td>
<td>Both</td>
<td>18</td>
<td>3</td>
<td>2 Y</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>MN</td>
<td>51</td>
<td>Credit</td>
<td>12</td>
<td>3</td>
<td>3 N</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>KS</td>
<td>34</td>
<td>Credit</td>
<td>12</td>
<td>2</td>
<td>3 N</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>IL</td>
<td>99</td>
<td>Program</td>
<td>14</td>
<td>2</td>
<td>6 N</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>MO</td>
<td>1</td>
<td>Program</td>
<td>12</td>
<td>4</td>
<td>6 Y</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>NE</td>
<td>15</td>
<td>Credit</td>
<td>4</td>
<td>5</td>
<td>4 Y</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>ND</td>
<td>61</td>
<td>Credit</td>
<td>6</td>
<td>5</td>
<td>4 U</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>WI</td>
<td>47</td>
<td>Credit</td>
<td>3</td>
<td>2</td>
<td>5 N</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>TX</td>
<td>13</td>
<td>Credit</td>
<td>12</td>
<td>4</td>
<td>3 N</td>
<td></td>
</tr>
</tbody>
</table>

Can you find the 3 errors in the illustration above? Remember, I’m submitting this from an institution in Missouri.
Resident Tuition By Credit (Column H)

• This is the tuition per credit that a resident of your state would be charged.
• Fill in this column if the Tuition Mode for students is by Credit.
Non-Resident Tuition By Credit (Column I)

- This is the tuition per credit that a student who is not a resident of your state would be charged.
- Fill if the Tuition Mode for students is by Credit.
MSEP Tuition By Credit (Column J)

• This is the tuition per credit that MSEP students are charged after their discount is applied.
• Fill if Tuition Mode for this student is by Credit.
Resident Program Tuition (Column K)

• This is the program tuition that a resident of your state would be charged.

• Fill if Tuition Mode for students is by Program.
Non-Resident Program Tuition (Column L)

- This is the program tuition that a student who is not a resident of your state would be charged.
- Fill if Tuition Mode for students is by Program.
MSEP Program Tuition (Column M)

• This is the program tuition that MSEP students are charged after their discount is applied.
• Fill if Tuition Mode for students is by Program.
Program Credit Cap (Column N)

- This value should be the number of credits above which the student is charged a flat rate or one price tuition.
- Fill if the student is taking more credits than the flat rate or one price tuition allows and charged per-credit above the Program Credit Cap.
Enter data in columns H through J for students whose tuition is only calculated by Credit as noted in column C.

Enter data in columns K through M for students whose tuition is only calculated by Program as noted in column C.

Fill columns J through N if the student’s tuition mode is Both; taking more credits than covered by the program tuition.
Please Help Us By

• Only including students from MSEP participating states
  • including Illinois and Michigan

• Using the USPS approved state abbreviations

• Pasting only the information requested into the correct columns on the data entry sheet

• Submitting your data to msepmhec.org
Thank You