

CHANGES TO STUDENT ETHNICITY INFORMATION

WHO? If you work in admissions, deal with quick admits, or maintain student ethnicity information, this message is for you.

WHAT? New ethnicity information is now required for new students on three separate screens in MaineStreet.

WHY? New Federal reporting requirements require that Hispanic or Latino ethnicity information must be provided for students and employees. In addition, the former Ethnic Group “Asian and Pacific Islander” has been separated into “Asian,” and “Native Hawaiian or Other Pacific Islander.”

WHEN? On May 16, 2009. This information must be entered for any new students who, prior to May 16, did not already have a presence in MaineStreet. Existing records will be updated with the introduction of the new page.

WHICH SCREENS? In Campus Solutions, these three: 1. *Add/Update a Person* 2. *Personal Attributes>Ethnicity* 3. *Maintain Applications*.

1. *Add/Update a Person*:

The screenshot shows the 'Add/Update a Person' screen in Campus Solutions. The 'Ethnicity' section is highlighted. A red circle is drawn around the checkbox labeled 'Person is Hispanic or Latino'. A red arrow points from this checkbox to the explanatory text below the screenshot.

Biographical Details | Addresses | **Regional** | Um Pers Inst Rel

Duncan Idaho 0687960

USA

Ethnicity

Person is Hispanic or Latino If Yes, Select Ethnic Group

*Regulatory Region	*Ethnic Group	Description	Ethnic Category	Primary	IPEDS	Percentage
USA	WHITE	White	White	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

History

*Effective Date: 05/06/2009 Military Status:

Disabled Disabled Veteran VA Benefit

Save Return to Search Notify Refresh Add Update/Display Include History Correct History

Biographical Details | Addresses | Regional | Um Pers Inst Rel

⇒ Note new checkbox. If a new student declares her/himself Hispanic or Latino, this box must be checked **and** a new row must be entered.

2. Personal Attributes>Ethnicity:

Ethnicity

Duncan Idaho 0687960

Person is Hispanic or Latino If Yes, select Ethnic Group

*Regulatory Region	*Ethnic Group	Description	Ethnic Category	Primary	IPEDS	Percentage	Updated on	Updated By
USA	HISPA	Hispanic/Latino	Hispanic	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

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Save Return to Search Notify Refresh

⇒ “Hispanic or Latino” box is checked. This line illustrates how to record Hispanic or Latino.

3. Maintain Applications:

Biographical Details Addresses Regional Application Program Data Application Data

Alia Atreides 0687985

USA

Person is Hispanic or Latino If Yes, Select Ethnic Group

*Regulatory Region	*Ethnic Group	Description	Ethnic Category	Primary	IPEDS	Percentage
USA	PACIF	Native Hawaiian/Other Pacific Islander	Hawaiian	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
USA	ASIAN	Asian	Asian	<input type="checkbox"/>	<input type="checkbox"/>	

History

*Effective Date: 05/06/2009 Military Status:

Disabled Disabled Veteran VA Benefit

Save Return to Search Notify Refresh Update/Display Include History Correct History

Biographical Details Addresses Regional Application Program Data Application Data Application School/Recruiting Application Student Response Scc Bio Demo Visa

⇒ Note new separation between “Asian” and “Native Hawaiian/Other Pacific Islander.”

ANYTHING ELSE? You will continue to fill in the “Primary” checkbox as you always have, and leave blank the “IPEDS” and the “Percentage” checkboxes. Data collection forms, such as admission applications, will be changing too. These administrative pages will work for data entry from new or old forms.

WHAT’S NEXT? These changes to Federal reporting rules are being implemented in three phases. The changes to the administrative pages noted here are Phase 1.

Phase 2 will offer self-service to students so they can re-declare their ethnicity with extra rows, and make changes to their Primary checkbox and Percentages. It is anticipated that Phase 2 will be implemented sometime in the next several months.

Phase 3 is the Federal reporting, which will be done sometime in the fall after students have updated their ethnicity information in self-service.

QUESTIONS? Contact Alison Cox at 973-3286 or alison@maine.edu.

