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.


1. Add/Update a Person:

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:

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

3. Maintain Applications:

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.