

# Updating Your Academic Programs List

R. W. Larsen, April 30, 2020

NWCCU seeks your help to create a current list of all Title IV eligible academic programs at all of our institutions.

*Note: NWCCU has used three different databases over the years. The current database was brought fully online during summer 2019. Very little program data actually exists in the current database. The goal is to create a more complete database with academic program data.*

Getting academic program data into a database is a major task, and we have tried to make it as straightforward as possible.

The basic process:

1. Make sure your list of instructional sites is up to date (*Institutional Portal Sites* tab)
2. Request a template file containing the information in the current NWCCU database for your institution (**Sites** tab)

*After your request, NWCCU will create the template and email it to the institution's ALO.*

3. Work with your Registrar and/or Institutional Research staff to add your academic program list to the template.
4. Upload your updated/completed template file using the **Upload Files** feature on the **Programs** tab.

The details of this process will be presented, with screenshots, in the remainder of this document.

## Step 1: List of Instructional Sites

The *Institutional Portal* includes a **Sites** tab which shows all Instructional Sites at your institution.

Note: The definition of an instructional site is a physical location at which at least 50% of one or more academic programs is offered. A site that offers less than 50% of all programs does not need to be included.

**NWCCU**  
NORTHWEST COMMISSION ON COLLEGES AND UNIVERSITIES

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## Sites

This is a list of approved campuses and instructional sites.

Use the **Add New Site** button to add additional instructional sites.

Notes:

1. Each instructional location at which 50% or more of any academic program is offered should be included in this list.
2. Your institution's list of instructional sites needs to be complete *before* you add academic programs (using the **Programs** tab).

*After you have added all additional instructional sites*, use the **Request Upload Template** button to request that the Program Upload Template for your institution be created using existing Sites and Program data and emailed to you. (You will add your program list to the template file.)

Once you have updated the template to include a complete list of all academic programs offered at your institution, use the **Upload File** button (on the **Programs** tab) to submit your institution's program data.

Export Sites Add New Site Request Upload Template

Name	Type	City	Status	Last Updated	Flagged For Removal
Cairo	Other Instructional Site	Cairo	Active	04/30/2020	
Paris	Branch Campus	Paris	Active	04/30/2020	
TestQ Main Campus	Main Campus	Redmond	Active	04/30/2020	

**1.a. If you need to add another Instructional Site, use the Add New Site button.**

Export Sites **Add New Site** Request Upload Template

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Cairo	Other Instructional Site	Cairo	Active	04/30/2020	
Paris	Branch Campus	Paris	Active	04/30/2020	
TestQ Main Campus	Main Campus	Redmond	Active	04/30/2020	

This will open the Add New Site dialog, shown below.

## Add New Site

Site Name

Site Type

Street

City

State/Province

Postal Code

Country

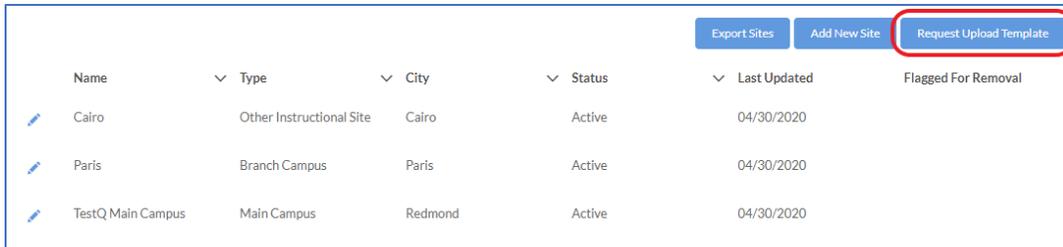
- **Site Name:** A text field, each site at which you teach needs to have a unique Site Name.
- **Site Type:** Select the type of site from these options:
  - *Branch Campus* – an additional campus location.
  - *Additional Location* – a place where one or more academic programs is offered, but smaller than a campus.
  - *Other Instructional Site* – this is typically a location owned by another party at which one or more of your academic programs is offered. (Examples: a high school or a prison.)
  - *Outside NWCCU Region* – selected when the additional site is outside the historic seven-state (Alaska, Idaho, Montana, Nevada, Oregon, Utah, and Washington) and British Columbia region of the NWCCU.

Note: “Main Campus” is not an option for an additional site. You will need to contact NWCCU if you need to update the information about your institution’s Main Campus.

- **Address:** The remaining fields are simply to collect the physical address of the new site.

### Step 2: Request a template file

Once the list of Instructional Sites is complete, click the **Request Upload Template** button to notify NWCCU that your site list is complete, and you are ready to have your program upload template created.



Clicking the **Request Upload Template** button notifies NWCCU that your template needs to be created. We will create the template and email it to the ALO. This process is partially automated to help keep the turnaround time fast.

*Note: Information about the **Program Upload Template** is provided on page 5.*

### Step 3: Fill Out the Template File with Your Institution’s Academic Programs

The template was created as an Excel file to facilitate adding your institution’s data to the file, hopefully, by cutting and pasting, rather than retyping. Your Registrar or Institutional Research office should be able to query your institution’s database to pull this data, and should be able to get it to you in a file with the same columns. Columns A, B, and C are hidden and locked, and contain information about your institution that allows us to connect your program data with your institution.

*EXAMPLE: Bachelor of Science (BS) in Economics (120 semester credits, distance delivered)*

The columns in the Excel template file are as follows:

- D Program Name [text, unrestricted]: *Economics*
- E Degree Level [text, pick list]: *Bachelor*
- F Degree Level (Other): Specify [text, unrestricted]: *<unused since “Bachelor” selected in E>*
- G Degree Type [text, pick list]: *Bachelor of Science (BS)*
- H Degree Type (Other): Specify [text, unrestricted]: *<unused since “Bachelor of Science (BS)” selected in G>*
- I Available by Distance? [text, pick list]:<sup>1</sup> *TRUE*
- J Competency-Based Assessment? [text, pick list]:<sup>1</sup> *FALSE*
- K CIP Code [text, unrestricted]: *45.0601*
- L Available Face-to-Face? [text, pick list]:<sup>1</sup> *FALSE*
- M Required Credits? [text, unrestricted]:<sup>1</sup> *120*
- N Credit Type [text, pick list]: *Semester*

Two additional columns are only used to identify programs that have experienced significant enrollment growth or significant enrollment decline in recent years.<sup>1</sup>

- O Significant Growth [text, pick list]:<sup>1</sup> *FALSE*
- P Significant Decline [text, pick list]:<sup>1</sup> *FALSE*

The final columns, with the orange background, are used to indicate the instructional site(s) at which the program is offered. Since the example program is provided by distance delivery from the main campus, a “1” would be placed in the Main Campus column. The other columns can be left blank.

- Q Paris site [text, 0 or 1]: *<left blank, but a 0 would be OK>*
- R Cairo site [text, 0 or 1]: *<left blank, but a 0 would be OK>*
- S Main Campus site [text, 0 or 1]: *1*

<sup>1</sup> These terms are defined at the end of this document.

## About the Program Upload Template

- The template is an Excel file (.xlsx).

### Program update template, left side

	D	E	F	G	H	I	J	K
1	Program Name	Degree Level	Degree Level (Other): Specify	Degree Type	Degree Type (Other): Specify	Available by Distance?	Competency-Based Assessment?	CIP Code
2	Geospatial Informa	Bachelor		Bachelor of Science (BS)		50% or More		
3	Underwater Basket	Bachelor		Bachelor of Arts (BA)				
4								

### Program update template, right side

K	L	M	N	O	P	Q	R	S
CIP Code	Available Face to Face?	Required Credits	Credit Type	Significant Growth	Significant Decline	Paris	Cairo	TestQ Main Campus
	TRUE	180	Semester					
	TRUE	184	Semester					

- The template is created by NWCCU and includes information about your institution and the programs that already exist in the current NWCCU database.

*Note: NWCCU has used three different databases over the years. The current database was brought fully online during summer 2019. Very little program data actually exists in the current database. The goal is to create a more complete database with academic program data.*

- The template can be opened in a spreadsheet program such as Excel to allow you to view and update the list of programs. The columns indicate the fields needed for each program. **Do not add, delete, or move columns or the file will not upload correctly.**
- Columns A, B, and C cannot be edited. They contain information about your institution so that we can connect the uploaded programs to the right institution.
- You need to fill out the template with the needed information about your academic programs. Typically, either your institution's Registrar or Institutional Research office can provide the list of academic programs. This is described in Step 3, below.
- The template file also includes information about your institution's instructional sites (shown with an orange background, above). That is why you need to complete the list of instructional sites before requesting the program upload template. These are used to indicate the sites at which each academic program is offered. This is described in Step 3, below.
- Once your program template file has been updated to include all of your institution's Title IV eligible academic programs, you are ready to upload the file to NWCCU using the Upload Files feature on the *Institutional Portal Programs* tab. This is described in Step 4.

## Step 4: Upload your updated/completed template file to NWCCU

In the *Institutional Portal*, on the **Programs** tab, there is an **Upload Files** function in the bottom, left corner. Click that to upload the completed program template file to NWCCU.

### Programs

This is a list of current and approved academic programs known to be offered at your institution. For most institutions, the program list is minimal. We are asking for your help in providing program information during Summer 2020 as part of the Annual Report.

To upload your list of academic programs, please follow [these instructions](#). [Coming Soon - RWL 4/10/2020]

Note: Since academic programs need to be connected to instructional sites, please be sure that your institution's list of instructional sites is current before adding program information. Use the **Sites** tab to add instructional sites information.

[Export Programs](#)

Name	Degree Type	Year Implemented	Status	Last Updated
 Ceramic World View	Master of Arts (MA)		Requested	04/29/2020
 Geospatial Information Systems	Bachelor of Science (BS)		Approved	04/29/2020
 Underwater Basket Design and...	Bachelor of Arts (BA)	2010	Approved	04/29/2020

After you have downloaded and updated the *Program Upload Template* (from the **Sites** tab) to include a complete list of all academic programs offered at your institution, use the **Upload File** button below to submit your institution's program data.

Upload File

 [Upload Files](#)

## Definitions of Terms

Available by Distance?	This column is set to TRUE if it is possible for a student to complete 50% or more of the program requirements via distance delivery.
Available Face-to-Face?	This column is set to TRUE if it is possible for a student to complete 50% or more of the program requirements via face-to-face (traditional classroom) instruction.
<i>Notice that it is possible for both "Available by Distance?" and "Available Face-to-Face?" to be TRUE at the same time if some students meet program requirements via predominantly distance courses, and others meet program requirements via predominantly face-to-face courses.</i>	
Competency-Based Assessment?	This column is set to TRUE if 50% or more of the program requirements are competency-based (as opposed to time-based).
Significant Enrollment Growth	This column is set to TRUE if the program has seen enrollment growth of 50% or more in the last two years.
Significant Enrollment Decline	This column is set to TRUE if the program has seen enrollment decline of 20% or more in the last four years.
Required Credits	The minimum total credits required to obtain the degree, typically about 120 semester or 180 quarter credits for a baccalaureate degree.