Annual Report
Submission Guide
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System Requirements

For the best results we recommend using the latest version of Google Chrome, Internet Explorer, Firefox, or Safari web browser with Pop-up and cookies enabled. Other browsers are not officially supported.

Getting Started

All Accreditation Liaison Officers have access to the Accreditation Management Portal (AMP). If you need assistance logging into the AMP, please contact: annualreports@wscuc.org

Prior to beginning the Annual Report, review and update Personnel, Programs, and Locations as you will need to confirm the accuracy of these sections at the end of the Annual Report and prior to final submission.

![Annual Report Image]

For assistance with the Annual Report please visit our Help Center.
Confirm that the “Show data from” drop down menu shows 2019.
Click the edit button.

Sections of the Report

Enter the data in each section and SAVE as you proceed so you do not lose any data entered.

The following is intended as an overview of the entire report by section. For more information, refer to the Question Help and Help Center articles in the Accreditation Management Portal (AMP).
**Student Enrollment**

Provide the requested information based on enrollment from the **previous fall term** (2019). For institutions operating on a traditional academic year calendar (semester, trimester, quarter, or 4-1-4), fall enrollment should be reported as of the institution's official fall reporting date or October 15. For institutions operating on an "other academic calendar," a calendar that differs by program, or enrolls students on a continuous basis, fall enrollment is reported for students enrolled any time during the period August 1 and October 31.

Beginning this reporting cycle, to make data comparable across institutions, Full-Time Equivalent (FTE) student enrollments must be calculated according to the standard [IPEDS definition](https://nces.ed.gov/ipeds/).

Student enrollment data is used to track institutional size and modality distribution. Enrollment data are also used to calculate WSCUC institutional dues.

**Student Demographics**

This section appears ONLY for institutions that do NOT report to IPEDS.

Please use IPEDS definitions for the following data points.

**Fall enrollment figures by race, ethnicity, and gender**

In the sections for undergraduate and graduate student demographics, provide the fall enrollment disaggregated by race, ethnicity, and gender. Include all students enrolled for credit (enrolled in instructional activity, courses or programs, that can be applied towards the requirements for a postsecondary degree, diploma, certificate, or other recognized postsecondary credential), regardless of whether or not they are seeking a degree or certificate.

**6 year (150%) first-time, full-time freshman graduation rates by race, ethnicity and gender**

For each demographic category, indicate the percentage of first-time, full-time degree/certificate-seeking undergraduate students completing a bachelor’s degree or equivalent within 6-years (150% of normal time). Please consult the following IPEDS resources for more information on calculating the 6-year IPEDS graduation rate.

- [IPEDS Graduation Rates Fact Sheet](https://nces.ed.gov/ipeds/)

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WASC Senior College and University Commission | [www.wscuc.org](http://www.wscuc.org) | 510-748-9001
Student Success (Graduation Rate Dashboard)

Note: this section is optional for the 2020 annual report ONLY.

This section appears only for institutions serving undergraduate students.

Graduation Rate Dashboard data include six elements for a period of up to eight years.

Institutions are advised to review the documentation about the methodology posted on the WSCUC website here: About the Graduation Rate Dashboard

For instructions and data definitions, please refer to the guide.

Financial Indicators

These questions should be answered by your Chief Financial Officer or equivalent.

Questions regarding finances will be based on your Institutional Classification type: For-profit, Non-profit, or State Supported.

Financial data should be drawn from audited financial statements. If your institution is part of a system and does not have its own audited statements, data should be drawn from financial documents designated by the CFO as consistent with the institution’s audited statements.

Enter all values in US dollars. Do not truncate values to thousands. Negative numbers should be preceded by a minus sign.

Uploads

Financial Audit Statements are required from all institutions. If your institution has been issued a Management Letter and/or A-133 Auditor’s Findings please upload those as well. This information should be provided by your Chief Financial Officer or equivalent.
If your institution is up for a Mid-Cycle Review in the current year, you will have the opportunity to upload an updated Inventory of Educational Effectiveness Indicators (IEEI). Note: this is optional for the 2020 report cycle.

**Final Submission**

After all data have been entered and all sections show green (indicating they are complete), click the Submit button.

Check the data in each screen regarding Profile, Key Contacts, Programs, and Locations and click Confirm Accuracy if all are correct.

On the final submission screen click the Submit Annual Report button.

**Getting Help**

There are number of help options including Question Help and the Help Center where you will find articles related to the Annual Report as well as an Email Support Request form. You may also email the WSCUC staff at annualreports@wscuc.org. We encourage you to attend an orientation webinar or to view a recorded one on the WSCUC website.

**Question Help**

The 📄 icon next to a question indicates that additional information is available. Please click on the 📄 icon to see the full explanatory text for the question.

**Help Center**

Click on the Help Center Button at the top of each page. You will find articles there related to the Annual Report, as well as an Email Us option which will route your request to the appropriate WSCUC staff person.