

Middle States Commission on Higher Education Institutional Profile 2014-15

[0626] UPR - Ponce
Printed on 6/5/2015

A. General Information

	Data on File (2013-14)	IP Data (2014-15)
Institution Name	UPR - Ponce	UPR - Ponce
IPEDS ID	243212	243212
OPE ID	00965200	00965200
Address	Box 7186 Santiago De Los Caballeros Avenue Ponce, PR 00732	Box 7186 Santiago De Los Caballeros Avenue Ponce, PR 00732
Telephone	787 844 8181	787 844 8181
Fax	787 844 8679	787 844 8679
Website	www.uprp.edu/	www.uprp.edu/
Consumer Info Website *	www.uprp.edu/index.php?option=com_content&view=article&id=626&Itemid=0&LinkId=77	www.uprp.edu/index.php?option=com_content&view=article&id=626&Itemid=0&LinkId=77
Control	Public	Public
Affiliation Type	Government-State	Government-State
Affiliated Organization:	University of Puerto Rico	University of Puerto Rico
Carnegie Classification	Baccalaureate - Diverse Fields	Baccalaureate - Diverse Fields
Calendar	Semester	Semester
Degree Granting Authority Type	State/State Office	State/State Office
Degree Granting Authority or Country	Puerto Rico	Puerto Rico
Licensed to Operate in	PR	PR

Related Entities

Name, State, Country	none	none
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Approved Degree Levels

Indicate the number of programs of study that your institution currently offers within each approved degree or certificate level. The degree levels reported here should be the degrees or certificates currently offered by the institution and approved within the scope of accreditation. The degree or certificate levels reported in the IP must match the institution's approved degree or certificate levels. Please ensure these are accurate as changes to degree or certificate levels fall under MSCHE Substantive Change policy.

	Data on File (2013-14)		IP Data (2014-15)	
	Approved	Number of Programs	Approved	Number of Programs
Postsecondary Award/Cert/Diploma (< 1 year)	no	0	no	0
Postsecondary Award/Cert/Diploma (>=1 year, < 2 years)	no	0	no	0
Associate's	yes	4	yes	48
Postsecondary Award/Cert/Diploma (>= 2 years, < 4 years)	no	0	no	0
Bachelor's	yes	12	yes	409
Postbaccalaureate Award/Cert/Diploma	no	0	no	0
Master's	no	0	no	0
Post-Master's Award/Cert/Diploma	no	0	no	0
Doctor's - Professional Practice	no	0	no	0
Doctor's - Research/Scholarship	no	0	no	0
Doctor's - Other	no	0	no	0

Initial Accreditation	1970	1970
Last Reaffirmed	2011	2011
Next Self-Study Visit	2015-16	2015-16
Next Periodic Review Report (PRR)	June 2021	June 2021
MSCHE Staff Liaison	Dr. Tito Guerrero	Dr. Tito Guerrero

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B. Key Contacts

Key Contact	Data on File (2013-14)	IP Data (2014-15)
System/District Chief Exec Officer	<p>Dr. Uroyoan Walker <i>President</i> G.P.O. Box 4984-G San Juan, PR 00936</p> <p>Phone: 787 751 8644 Fax: 787 250 6120 Email: uroyoan.walker@upr.edu</p>	<p>Dr. Uroyoan Walker <i>President</i> G.P.O. Box 4984-G San Juan, PR 00936</p> <p>Phone: 787 759 6061 Fax: 787 759 6917 Email: uroyoan.walker@upr.edu</p>
Chief Executive Officer	<p>Dr. Leonardo Morales- Tomassini <i>Chancellor</i> Box 7186 Santiago De Los Caballeros Avenue Ponce, PR 00732</p> <p>Phone: 787 844 8181ex. 3009 Fax: 787 840 6992 Email: leonardo.morales@upr.edu</p>	<p>Dr. Leonardo Morales- Tomassini <i>Chancellor</i> Box 7186 Santiago De Los Caballeros Avenue Ponce, PR 00732</p> <p>Phone: 787 844 8181 ex. 3009 Fax: 787 840 6992 Email: leonardo.morales@upr.edu</p>
Chief Academic Officer	<p>Prof. Jose V. Madera-Caban <i>Dean of Academic Affairs</i> Ave. Santiago de los Caballeros Ponce, PR 00732</p> <p>Phone: 787 844 8181ex. 3009 Fax: none Email: jose.madera1@upr.edu</p>	<p>Prof. Jose V. Madera-Caban <i>Dean of Academic Affairs</i> Ave. Santiago de los Caballeros Ponce, PR 00732</p> <p>Phone: 787 844 8181 ex. 3009 Fax: none Email: jose.madera1@upr.edu</p>
Chief Financial Officer	<p>Mr. Pedro I. Martinez <i>Finance Director</i> P O Box 7186 Ponce, PR 00732</p> <p>Phone: 787 844 8181ex. 2615 Fax: 787 844 8707 Email: pedro.imartinez@upr.edu</p>	<p>Mr. Pedro I. Martinez <i>Finance Director</i> P O Box 7186 Ponce, PR 00732</p> <p>Phone: 787 844 8181 ex. 2615 Fax: 787 844 8707 Email: pedro.imartinez@upr.edu</p>
Chief Information Technology Officer	<p>Mr. Juan Vega <i>Director Information Technology Office</i> Box 7186 Santiago De Los Caballeros Avenue Ponce, PR 00732</p>	<p>Mr. Juan Vega <i>Director Information Technology Office</i> Box 7186 Santiago De Los Caballeros Avenue Ponce, PR 00732</p>

	Phone: 787 844 8181 Fax: none Email: juan.vegavega@upr.edu	Phone: 787 844 8181 Fax: none Email: juan.vegavega@upr.edu
Accreditation Liaison Officer	Dr. Jennifer Alicea <i>Director, Planning and Institutional Reseach Office</i> Box 7186 Santiago De Los Caballeros Avenue Ponce, PR 00732 Phone: 787 844 8181ex. 2304 Fax: none Email: jennifer.alicea@upr.edu	Dr. Jennifer Alicea <i>Director, Planning and Institutional Reseach Office</i> Box 7186 Santiago De Los Caballeros Avenue Ponce, PR 00732 Phone: 787 844 8181 ex. 2304 Fax: none Email: jennifer.alicea@upr.edu
Coordinator of Distance Education	none	none
Coordinator of Outcomes Assessment	Dr. Eunice Mercado <i>Assistant Professor</i> Box 7186 Santiago De Los Caballeros Avenue Ponce, PR 00732 Phone: 787 844 8181ex. 2308 Fax: 787 840 6992 Email: eunice.mercado2@upr.edu	Dr. Eunice Mercado <i>Assistant Professor</i> Box 7186 Santiago De Los Caballeros Avenue Ponce, PR 00732 Phone: 787 844 8181 ex. 2308 Fax: 787 840 6992 Email: eunice.mercado2@upr.edu
Coordinator of Institutional Research Functions	Dr. Jennifer Alicea <i>Director, Planning and Institutional Reseach Office</i> Box 7186 Santiago De Los Caballeros Avenue Ponce, PR 00732 Phone: 787 844 8181ex. 2304 Fax: none Email: jennifer.alicea@upr.edu	Dr. Jennifer Alicea <i>Director, Planning and Institutional Reseach Office</i> Box 7186 Santiago De Los Caballeros Avenue Ponce, PR 00732 Phone: 787 844 8181 ex. 2304 Fax: none Email: jennifer.alicea@upr.edu
Chair: Self-Study Steering Committee	Dr. Jennifer Alicea <i>Director, Planning and Institutional Reseach Office</i> Box 7186 Santiago De Los Caballeros Avenue Ponce, PR 00732 Phone: 787 844 8181ex. 2304 Fax: none Email: jennifer.alicea@upr.edu	Dr. Jennifer Alicea <i>Director, Planning and Institutional Reseach Office</i> Box 7186 Santiago De Los Caballeros Avenue Ponce, PR 00732 Phone: 787 844 8181 ex. 2304 Fax: none Email: jennifer.alicea@upr.edu
Co-Chair: Self-Study Steering Committee	Dr. Carmen C. Morales <i>English Professor</i> Box 7186	Dr. Carmen C. Morales <i>English Professor</i> Box 7186

	Santiago De Los Caballeros Avenue Ponce, PR 00732 Phone: 787 844 8181ex. 2327 Fax: none Email: carmen.morales1@upr.edu	Santiago De Los Caballeros Avenue Ponce, PR 00732 Phone: 787 844 8181 ex. 2327 Fax: none Email: carmen.morales1@upr.edu
Person in the President's Office To Whom MSCHE Invoices Should be Sent	Dr. Leonardo Morales-Tomassini <i>Chancellor</i> Box 7186 Santiago De Los Caballeros Avenue Ponce, PR 00732 Phone: 787 844 8181ex. 3009 Fax: 787 840 6992 Email: leonardo.morales@upr.edu	Dr. Leonardo Morales-Tomassini <i>Chancellor</i> Box 7186 Santiago De Los Caballeros Avenue Ponce, PR 00732 Phone: 787 844 8181 ex. 3009 Fax: 787 840 6992 Email: leonardo.morales@upr.edu
Person Who Should Receive a Copy of MSCHE Invoices (Optional)	none	none
Person Completing IP Financials	Ms. Miriam Colon <i>Accountant</i> Adm. Central Jardin Botanico Sur 1187 calle Flamboyán San Juan, PR 00936 Phone: 787 250 0000ex. 4326 Fax: none Email: miriam.colon@upr.edu	Ms. Miriam Colon <i>Accountant</i> Adm. Central Jardin Botanico Sur 1187 calle Flamboyán San Juan, PR 00936 Phone: 787 250 0000 ex. 4326 Fax: none Email: miriam.colon@upr.edu
Person Completing IP (Key User)	Ms. Rosa H. Torres-Molina <i>Institutional Research Assistant</i> AVE. SANTIAGO DE LOS CABALLEROS PONCE, PR 00732 Phone: 787 844 8181ex. 2305 Fax: 787 840 6992 Email: rosa.torres6@upr.edu	Ms. Rosa H. Torres-Molina <i>Institutional Research Assistant</i> AVE. SANTIAGO DE LOS CABALLEROS PONCE, PR 00732 Phone: 787 844 8181 ex. 2305 Fax: 787 840 6992 Email: rosa.torres6@upr.edu

Click here to indicate that you have reviewed and updated the entire list of Key Contacts above.
(Required to "Lock Down" the IP data)

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C. Graduation Data

1. Awards Granted

Report all degrees or other formal awards conferred by your institution between July 1, 2013, and June 30, 2014. If an individual received two degrees at different levels during the specified time period, report each degree in the appropriate category.

Please see the instructions for specific inclusions and exclusions.

Awards	Data on File (2012-13)	IP Data (July 1, 2013 - June 30, 2014)
Postsecondary Certificate (less than 1 year)	0	0
Postsecondary Certificate (>= 1 year, < 2 years)	0	0
Associate's	67	48
Postsecondary Certificate (>= 2 years, < 4 years)	0	0
Bachelor's	353	409
Postbaccalaureate Certificate	0	0
Master's	0	0
Post-Master's Certificate	0	0
Doctor's - Professional Practice	0	0
Doctor's - Research/Scholarship	0	0
Doctor's - Other	0	0
Screening Questions		
a. Does your institution have undergraduate programs?	yes	yes
b. Does your institution serve only transfer students?	no	no

2. Completers

This section requests completion data on two separate cohorts (150% and 200%) of full-time, first-time, degree/certificate-seeking undergraduate students enrolled in your institution during the specified fall term or academic year. Students must be enrolled full-time in courses that lead to a credit-bearing degree, diploma, certificate or other formal award. Count completers only once and indicate the highest degree level earned. Report the status of these students as of August 31 of the reporting year. Please see the instructions to identify students for inclusion in the specific cohorts.

Completers of Programs of <= 2 Years	Data on File (as of August 31, 2013)	IP Data (as of August 31, 2014)

150% of expected time to completion		
Total number of students in the Fall 2011 cohort	0	0
Number completed within 150%	0	0
Total transfers out	0	0
Total number of Fall 2011 cohort still enrolled	0	0
200% of expected time to completion		
Total number of students in the Fall 2010 cohort	0	0
Number completed within 200%	0	0
Total transfers out	0	0
Total number of Fall 2010 cohort still enrolled	0	0
Completers of Programs of > 2 and <= 4 Years		
150% of expected time to completion		
Total number of students in the Fall 2008 cohort	781	880
Number completed within 150%	318	331
Total transfers out	44	32
Total number of Fall 2008 cohort still enrolled	41	16
200% of expected time to completion		
Total number of students in the Fall 2006 cohort	646	400
Number completed within 200%	271	210
Total transfers out	0	0
Total number of Fall 2006 cohort still enrolled	10	10

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D. Enrollment (Unduplicated)

1. Fall Enrollment

	Data on File (fall 2013)		IP Data (fall 2014)	
	Undergraduate	Graduate	Undergraduate	Graduate
Total credit hours of all part-time students	1608	0	1344	0
Minimum credit load to be considered a full time student per semester	12	0	12	0
Full-Time Head Count	2881	0	3028	0
Part-Time Head Count	239	0	201	0

2. Credit Enrollment (fall 2014)

	Data on File (fall 2013)	IP Data (fall 2014)
Number of Students matriculated, enrolled in degree programs (Undergraduate + Graduate)	3120	3229
Number of Students not matriculated, enrolled in credit-bearing courses	0	0

3. Non-Credit Enrollment (Prior Year)

	Data on File (2012-13)	IP Data (July 1, 2013 - June 30, 2014)
Number of Students enrolled in non-credit, graduate level courses	0	0
Number of Students enrolled in non-credit, undergraduate level and other continuing education (excluding avocational) courses	1365	1225
Number of Students in non-credit avocational continuing education courses	0	0

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E. Distance and Correspondence Education

Distance education means education that uses one or more technologies to deliver instructions to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor. See the Instructions for a full explanation.

Part 1. Distance Education

	Data on File (2012-13)	IP Data (July 1, 2013 - June 30, 2014)
Screening Question		
Did your institution, in the most recent prior year (July 1, 2013 - June 30, 2014), offer distance education courses, as defined in the Instructions?	No	No

Part 2. Correspondence Education

Correspondence education means: (1) Education provided through one or more courses by an institution under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor; (2) Interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student; (3) Correspondence courses are typically self-paced; and (4) Correspondence education is not Distance education.

	Data on File (2012-13)	IP Data (July 1, 2013 - June 30, 2014)
Screening Question		
Did your institution, in the most recent prior year (July 1, 2013 - June 30, 2014), offer Correspondence education courses?	No	No

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F. Other Regional, National, and Specialized Accreditation

1. Accreditors Recognized by the U.S. Department of Education

Please list any other accrediting organizations that accredit your institution or its programs.

Please separate each accreditor by a semi-colon (;). Please do not exceed 7500 characters and avoid the use of acronyms when at all possible.

Data on File (2013-14)	IP Data (2014-15)
Accreditors Recognized by U.S. Secretary of Education	Accreditors Recognized by U.S. Secretary of Education
<ul style="list-style-type: none">▪ American Physical Therapy Association, Commission on Accreditation in Physical Therapy Education▪ National Council for Accreditation of Teacher Education	<ul style="list-style-type: none">▪ American Physical Therapy Association, Commission on Accreditation in Physical Therapy Education▪ National Council for Accreditation of Teacher Education

2. Other Accreditors

Please list any other accrediting organizations that accredit your institution or its programs.

Please separate each accreditor by semi-colon (;).

Accreditation Board of Engineering and Technology (ABET); International Association of Counseling Service (IACS); Association of Collegiate Business Schools Programs (ACBSP); Association of College and Research Libraries (ACRL); Association for Childhood Education International (ACEI)

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G. Instructional Personnel

	Data on File (fall 2013)		IP Data (fall 2014)	
	Full-Time Headcount	Part-Time Headcount	Full-Time Headcount	Part-Time Headcount
Total Faculty	114	47	105	74

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H. Related Educational Activities

H-1. Study Abroad

This section is only required if your institution's Self-Study Visit is scheduled for 2015-16 or 2016-17.

Note:

Your institution's next Self-Study Visit is scheduled for 2015-16.

Data on File (2013-14)	IP Data (July 1, 2014 - June 30, 2015)
Study Abroad not reported.	

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H-2. Branch Campuses

Data on File (2013-14)	IP Data (2014-15)
No Branch Campuses.	No Branch Campuses.

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H-3. Additional Locations

Data on File (2013-14)	IP Data (2014-15)
No Additional Locations.	No Additional Locations.

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H-4. Other Instructional Sites

Data on File (2013-14)	IP Data (2014-15)
No Other Instructional Sites.	

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I. Financial Information (Part 1)

Report the same data for Educational and General (E&G) expenses on the Institutional Profile that your institution reports to the Integrated Postsecondary Higher Education Data Systems (IPEDS). The IPEDS Part and Line numbers are noted for each data element listed.

Verify the beginning and ending date for your institution's fiscal year. The default dates are 7/1/2013 through 6/30/2014 (the most recent year for which you would have audited financial statements). If your institution uses different dates, please change the default dates accordingly. For example, enter 1/1/2014 through 12/31/2014.

Report financial data in whole dollars. Round cents to the nearest whole dollar. For example, enter 124, not 123.65.

Do not enter data in thousands of dollars. For example, enter 1,250,000, not 1,250.

Enter negative numbers using a minus sign. For example, enter -100,000, not (100,000).

Complete every field for which you have financial data. Fields marked with an asterisk are required. You will not be able to "lock down" your data and submit the Institutional Profile if these fields are not completed.

Shaded information cannot be modified online. * denotes a required field.

	Data on File Fiscal Year Ending 2013	IP Data Fiscal Year Ending 2014			
Which reporting standard is used to prepare your institution's financial statements? Your selection determines the value in the column IPEDS Part-Line below. FASB (Financial Accounting Standards Board) GASB (Governmental Accounting Standards Board)	GASB	GASB			
Note: For Private and International institutions the value is set automatically and the field is disabled. The FASB Reporting Standard is the approximate equivalent of the standard used by International institutions.					
Is your institution's Auditor's report on financial statements Unqualified or Qualified? (Click on the '?Instructions' link for assistance.) Fiscal Year Begin Fiscal Year End Does your institution allocate Operation & Maintenance of Plant expense? Does your institution allocate Depreciation Expense?	7/1/2012 6/30/2013 Yes Yes	Unqualified 7/1/2013 6/30/2014 Yes Yes			
	IPEDS Part- Line	Data on File Fiscal Year Ending 2013	IP Data Fiscal Year Ending 2014		
		Expenses	Includes O&M	Expenses	Includes O&M
1. Instruction	C-01	\$15,543,490	\$2,357,096	\$15,711,701	\$2,379,708
2. Research	C-02	\$732,238	\$109,541	\$764,904	\$115,853

3. Public Services	C-03	\$1,819,223	\$275,900	\$1,512,151	\$229,032
4. Academic Support	C-05	\$2,640,187	\$400,406	\$2,897,574	\$361,736
5. Student Services	C-06	\$3,281,797	\$493,613	\$3,513,191	\$532,111
6. Institutional Support	C-07	\$7,042,260	\$990,826	\$5,669,506	\$858,708
7. Scholarships and Fellowships	C-10	\$8,739,096	\$0	\$8,991,683	\$0
8. Operation and Maintenance of Plant	C-Col 4		\$4,627,382		\$4,477,148
Total E&G Expenses*		\$39,798,291		\$39,060,710	

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I. Financial Information (Part 2)

REMINDER: Please make sure to use the TAB key instead of the ENTER key to navigate from field to field. The ENTER key will cause the data to be submitted (i.e., clicking on the Update button).

Report the same data on the Institutional Profile in Section 2A below that your institution reports to IPEDS. The IPEDS Part and Line numbers are noted for each data element listed.

Report the data on the Institutional Profile in Section 2B below which can be obtained from your institution's audited financial statements and/or supporting documents.

Report financial data in whole dollars. Round cents to the nearest whole dollar. For example, enter 124, not 123.65.

Do not enter data in thousands of dollars. For example, enter 1,250,000, not 1,250.

Complete every field for which you have financial data. Fields marked with an asterisk are required. You will not be able to "lock down" your data and submit the Institutional Profile if these fields are not completed.

Shaded information cannot be modified online.

	IPEDS Part- Line	Data on File Fiscal Year Ending 2013	IP Data Fiscal Year Ending 2014
SECTION 2A -- Data from IPEDS			
Depreciable Capital Assets, net	A-31	\$15,033,140	\$14,317,545
Total Assets	A-06	\$21,644,702	\$21,409,443
Long-Term Debt (Current Portion)	A-07	\$435,419	\$410,344
Long-Term Debt (Non-Current)	A-10	\$9,067,574	\$8,374,636
Unrestricted Net Assets	A-17	\$527,904	\$1,546,090
Restricted Net Assets (Expendable)		\$35,680	\$36,925
Restricted Net Assets (Non-Expendable)		\$0	\$0
Invested in Capital Assets, net of related debt	A-14	\$5,530,146	\$5,532,566
Change in Net Assets	D-03	\$489,600	\$1,021,851
Net Assets (Beginning of Year)	D-04	\$3,380,991	\$6,093,730
Adjustment to Net Assets (Beginning of Year)	D-05	\$2,223,139	\$0
Net Assets (End of Year)	D-06	\$6,093,730	\$7,115,581
Discounts/Allowances (Applied to Tuition & Fees)	E-08	\$5,392,140	\$3,650,220
Tuition and Fees Revenue (Net of Discounts/Allowances)	B-01	\$2,818,938	\$1,043,037
Depreciation Expense	C-Col 5	\$1,011,955	\$1,003,151

SECTION 2B -- Data from Audited Financial Statements and Supporting Documents

Total Operating Revenue	\$299,407,230	\$263,761,656
Total Operating Expense	\$1,333,594,579	\$1,330,921,626
Operating Income/Loss	(\$1,034,187,349)	(\$1,067,159,970)
Deposits Held by Bond Trustees	\$54,666,234	\$54,720,091
Principal Payments on Long Term Debt	\$29,930,000	\$18,110,000
Interest Expense on Long Term Debt	\$25,306,500	\$24,444,250

Notes

Click here to indicate that Mr. Pedro I. Martinez has reviewed and approved the data on the "Financial Information (Part 1)" and "Financial Information (Part 2)" pages.

(Required to "Lock Down" the IP data)

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K. Required Attachments

Please upload the required attachments listed below as soon as all of the items are available but no later than **April 17, 2015**. **NOTE: Each file name needs to include the institution name** (can be abbreviated), **key words for each file** (examples in italics below) **and the fiscal year ending date**.

- A copy of the institution's fiscal year 2014 Audited Financial Statements [***AFS***]. If the institution's Management Letter is included in the AFS file, please use the label [***AFS-Mgmt***].
- A copy of the institution's fiscal year 2014 Management Letter [***Mgmt***]. If the institution does not have a management letter, please put a Note on the Financial Information (Part 1) page.
- A copy of the Finance section of the institution's IPEDS submission [***IPEDS***] for fiscal year 2014 (if you submit annual financial data to IPEDS).
- A copy of the institution's current Catalog [***Catalog***], PDF format preferred. If the catalog is not available in a digital/electronic that can be uploaded, please upload a Word document with the link(s).

<u>File Type</u>	<u>Example File Name</u>
Audited Financial Statements	InstitutionName-AFS 6-30-14
Management Letter	InstitutionName-Mgmt 6-30-14
IPEDS Submission	InstitutionName-IPEDS 6-30-14
Catalog	InstitutionName-Catalog

Upload Files

To upload electronic versions of the documents listed above do the following: **(Note: documents can only be uploaded one at a time.)**

1. Click on the **Add File** link below to display the **Select File to Upload** popup window.
2. Click on the **Browse** button to display the **File Upload** popup.
3. Locate the file to be uploaded in the **File Upload** popup window.
4. Double click on the file or single click on the file and then click on the Open button.
5. The **Select File to Upload** popup window will become the active window and the full pathname of the selected file will be displayed in the textbox.
6. Click on the **Upload** button to upload the selected file to the MSCHE server.

7. The **Select File to Upload** popup window will display a message once the file has been successfully loaded.
8. Close the popup window and repeat steps 1 to 7 to upload another file.
9. The selected file will be listed in the table below after it has been successfully uploaded.

Uploaded Files

File Name	File Type	File Size	Last Updated
AFS-Mgmt FY2014.pdf	Adobe Acrobat Document	5034.55 KB	4/14/2015 1:27:13 PM
IPEDS_Finance_Data.pdf	Adobe Acrobat Document	179.23 KB	4/9/2015 9:46:41 AM
UPRPonce Catalogue Link.docx	Office Open XML Document	11.66 KB	4/9/2015 9:41:20 AM

If you are not able to upload the required attachments, please contact:

Mr. Tze Joe
Information Technology Coordinator
tjoe@msche.org

