Middle States Commission on Higher Education Institutional Profile 2015-16

[0619] **UPR - Cayey**

A. General Information

	Data on File (2014-15)	IP Data (2015-16)
Institution Name	UPR - Cayey	UPR - Cayey
IPEDS ID	243151	243151
OPE ID	00720600	00720600
Address	Antonio R. Barcelo Avenue 205 Cayey, PR 00736	Antonio R. Barcelo Avenue 205 Cayey, PR 00736
Telephone	787 738 2161	787 738 2161
Fax	787 738 8039	787 738 8039
Website	www.cayey.upr.edu	www.cayey.upr.edu
Student Achievement Website	www.cayey.upr.edu	www.cayey.upr.edu
Control	Public	Public
Affiliation Type	Government-State	Government-State
Affiliated Organization:	None	None
2010 Carnegie Classification		
Calendar	Semester	Semester
Degree Granting Authority Type	State/State Office	State/State Office
Degree Granting Authority State or Country	Puerto Rico	Puerto Rico
Licensed to Operate in	Unavailable: Puerto Rico PR	Unavailable: Puerto Rico PR
Related Entities		
Name, State, Country	none	none

Approved Degree or Certificate 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.

Substantive change (prior approval) is required to add degree/certificate levels. Please see instructions for more detail.

				IP Data (2015-16))
		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	0	yes	0
Postsecondary Award/Cert/Diploma (>=	2 years, < 4 years)	no	0	no	0
Bachelor's		yes	27	yes	27
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	1967		1967		
Last Reaffirmed	2011		2011		

Next Self-Study Visit2016-172016-17Next Periodic Review Report (PRR)June 2022June 2022MSCHE Staff LiaisonDr. Tito GuerreroDr. Tito Guerrero

Notes

Middle States Commission on Higher Education Institutional Profile 2015-16

[0619] **UPR - Cayey**

B. Key Contacts

Key Contact	Data on File (2014-15)	IP Data (2015-16)
System/District Chief Exec Officer	Dr. Uroyoan Walker President G.P.O. Box 4984-G San Juan, PR 00936	Dr. Uroyoan Walker President P.O. Box 4984-G San Juan, PR 00936
	Phone: 787 751 8644 Fax: 787 250 6120 Email: uroyoan.walker@upr.edu	Phone: 787 751 8644 Fax: 787 250 6120 Email: uroyoan.walker@upr.edu
Chief Executive Officer	Dr. Mario Medina Caban Chancellor Antonio R. Barcelo Avenue 205 Cayey, PR 00736	Dr. Mario Medina Caban Chancellor Antonio R. Barcelo Avenue 205 Cayey, PR 00736
	Phone: 787 738 4660 Fax: 787 738 8039 Email: mario.medina@upr.edu	Phone: 787 738 4660 Fax: 787 738 8039 Email: mario.medina@upr.edu
Chief Academic Officer	Dr. Raul J. Castro Santiago Dean of Academic Affairs Antonio R. Barcelo Avenue Cayey, PR 00736	Dr. Raul J. Castro Santiago Dean of Academic Affairs Antonio R. Barcelo Avenue Cayey, PR 00736
	Phone: 787 738 2161ex. 2116 Fax: none Email: raul.castro@upr.edu	Phone: 787 738 2161 ex. 2116 Fax: none Email: raul.castro@upr.edu
Chief Financial Officer	Sra. Lourdes Vega Finance Office Director Antonio R. Barcelo Avenue 205 Cayey, PR 00736	Mr. Jose Colon Finance Office Director P.O. Box 372230 Cayey, PR 00737-2230
	Phone: 787 738 2161ex. 2004 Fax: none Email: lourdes.vega@upr.edu	Phone: 787 738 2161 Fax: 787 738 8039 Email: jose.colon29@upr.edu
Chief Information Technology Officer	Sra. Minerva Diaz Director-Information System Office Antonio R. Barcelo Avenue 205 Cayey, PR 00736	Sra. Minerva Diaz Director-Information System Office Antonio R. Barcelo Avenue 205 Cayey, PR 00736
	Phone: 787 738 2161ex. 2165 Fax: none Email: minerva.diaz@upr.edu	Phone: 787 738 2161 ex. 2165 Fax: none Email: minerva.diaz@upr.edu
Accreditation Liaison Officer	Dr. Jose A. Molina Biology Professor P.O. Box 372230 Cayey, PR 007372230	Dr. Jose A. Molina Biology Professor P.O. Box 372230 Cayey, PR 007372230
	Phone: 787 209 0605	Phone: 787 209 0605

Fax: none

Email: jose.molina3@upr.edu

Email: jose.molina3@upr.edu

Middle States Commission on Higher Education		8/22/16,
Coordinator of Distance Education	none	none
Coordinator of Outcomes Assessment	Prof. Fernando Vazquez-Calle Assistant Researcher 205 Antonio Barcelo Avenue Cayey, PR 00736	Prof. Fernando Vazquez-Calle Assistant Researcher 205 Antonio Barcelo Avenue Cayey, PR 00736
	Phone: 787 738 6338 Fax: none Email: fcalle@hotmail.com	Phone: 787 738 6338 Fax: none Email: fcalle@hotmail.com
Coordinator of Institutional Research Functions	Prof. Fernando Vazquez-Calle Assistant Researcher 205 Antonio Barcelo Avenue Cayey, PR 00736	Prof. Fernando Vazquez-Calle Assistant Researcher 205 Antonio Barcelo Avenue Cayey, PR 00736
	Phone: 787 738 6338 Fax: none Email: fcalle@hotmail.com	Phone: 787 738 6338 Fax: none Email: fcalle@hotmail.com
Chair: Self-Study Steering Committee	Dr. Jose A. Molina Biology Professor P.O. Box 372230 Cayey, PR 007372230	Dr. Jose A. Molina Biology Professor P.O. Box 372230 Cayey, PR 007372230
	Phone: 787 209 0605 Fax: none Email: jose.molina3@upr.edu	Phone: 787 209 0605 Fax: none Email: jose.molina3@upr.edu
Co-Chair: Self-Study Steering Committee	none	Dr. Glorivee Rosario Perez Natural Science General Program Director Antonio R. Barcelo Avenue 205 Cayey, PR 00736
		Phone: 787 738 4660 Fax: none Email: glorivee.rosario@upr.edu
Person in the President's Office To Whom MSCHE Invoices Should be Sent	Dr. Mario Medina Caban Chancellor Antonio R. Barcelo Avenue 205 Cayey, PR 00736	Dr. Mario Medina Caban Chancellor Antonio R. Barcelo Avenue 205 Cayey, PR 00736
	Phone: 787 738 4660 Fax: 787 738 8039 Email: mario.medina@upr.edu	Phone: 787 738 4660 Fax: 787 738 8039 Email: mario.medina@upr.edu
Person Who Should Receive a Copy of MSCHE Invoices (Optional)	Prof. Fernando Vazquez-Calle Assistant Researcher 205 Antonio Barcelo Avenue Cayey, PR 00736	Prof. Fernando Vazquez-Calle Assistant Researcher 205 Antonio Barcelo Avenue Cayey, PR 00736
	Phone: 787 738 6338 Fax: none Email: fcalle@hotmail.com	Phone: 787 738 6338 Fax: none Email: fcalle@hotmail.com
Person Completing IP Financials	Sra. Lourdes Vega Finance Office Director Antonio R. Barcelo Avenue 205 Cayey, PR 00736	Mr. Jose Colon Finance Office Director P.O. Box 372230 Cayey, PR 00737-2230 Phone: 787 738 2161
	Phone: 787 738 2161ex. 2004 Fax: none Email: lourdes.vega@upr.edu	Fax: 787 738 8039 Email: jose.colon29@upr.edu

Ms. Olga I. Sierra-Flores

Phone: 787 738 2161ex. 2378

Email: olga.sierra@upr.edu

Research Associate

Cayey, PR 00737-2230

PO BOX 372230

Fax: none

https://www.msche.org/ip/report.asp?flgOutput=0&txtSection=all

Person Completing IP (Key User)

Ms. Olga I. Sierra-Flores

Phone: 787 738 2161 ex. 2378

Email: olga.sierra@upr.edu

Research Associate

Cayey, PR 00737-2230

PO BOX 372230

Fax: none

Click here to indicate that you have reviewed and updated the entire list of Key Contacts above.

(Required to "Lock Down" the IP data)

Middle States Commission on Higher Education Institutional Profile 2015-16

[0619] **UPR - Cayey**

C. Student Achievement

1. Awards Granted

Report all degrees or other formal awards conferred by your institution between July 1, 2014, and June 30, 2015. 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 (2013-14)	IP Data (July 1, 2014 - June 30, 2015)
Postsecondary Certificate (less than 1 year)	0	0
Postsecondary Certificate (>= 1 year, < 2 years)	0	0
Associate's	0	0
Postsecondary Certificate (>= 2 years, < 4 years)	0	0
Bachelor's	572	526
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 Question

Did your institution report Outcome Measures to IPEDS in the most recent survey? yes

2. Outcome Measures

The Outcome Measures component collects award and enrollment data from degree-granting institutions on four undergraduate cohorts at two points in time: six-year and eight-year.

The four cohorts of degree/certificate-seeking undergraduates are:

- Full-time, first-time
- · Part-time, first-time
- Full-time, non-first-time
- · Part-time, non-first-time

All reporting institutions will report on an entering cohort year: 2007

Award Status at Six Years. IP Data (2015-16)

	2007 cohort	Exclusions to 2007 cohort (through August 31, 2013)	Adjusted 2007 cohort	Awarded by your institution through August 31, 2013)	Percent of adjusted cohort who received an award from your institution by August 31, 2013
First-ti	me ente	ring			
Full- time	802	0	802	364	45
Part- time	1	0	1	1	100
Non-fi	rst-time	entering			
Full- time	60	0	60	42	70

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Part- 6 0 6 3 50 time

Award and Enrollment Status at Eight Years. IP Data (2015-16)

cohort to 2007 2007 by your			your instit	vho did not red ution by Augus		Percent of Percent of adjusted cohort adjusted cohort				
		cohort (through August 31, 2015)	Cohort	(through still subsequently August enrolled enrolled at 31, 2015) at your another institution			number who did not	who received award from your institution by August 31, 2015	who are still enrolled (at institution or another institution)	
Firs	t-time ente	ring								
	ill- 802 ne	0	802	411	13	34	344	391	51	6
	rt- 1 ne	0	1	1	0	0	0	0	100	0
Non	-first-time	entering								
	ill- 60 ne	0	60	42	1	4	13	18	70	8
	rt- 6 ne	0	6	3	0	0	3	3	50	0

Notes

Middle States Commission on Higher Education Institutional Profile 2015-16

[0619] **UPR - Cayey**

D. Enrollment (Unduplicated)

1. Fall Enrollment

	Data on File (fall 2014)		IP Data (fall 2015)	
	Undergraduate	Graduate	Undergraduate	Graduate
Total credit hours of all part-time students	1848	0	1976	0
Minimum credit load to be considered a full time student per semester	12	0	12	0
Full-Time Head Count	3432	0	3451	0
Part-Time Head Count	255	0	256	0

2. Credit Enrollment (fall 2015)

Data on File (fall 2014) IP Data (fall 2015)

Number of Students matriculated, enrolled in degree programs (Undergraduate + Graduate) 3687 3707

Number of Students not matriculated, enrolled in credit-bearing courses 0 0

3. Non-Credit Enrollment (Prior Year)

Data on IP Data
File (July 1, 2014
(2013- 14) June 30,
2015)

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	27	32
Number of Students in non-credit avocational continuing education courses	0	0

Notes

Middle States Commission on Higher Education Institutional Profile 2015-16

[0619] **UPR - Cavev**

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

Substantive change (prior approval) is required to offer Distance Education Programs.

Data on IP Data
File (July 1,
(2013- 2014 14) June 30,
2015)
No No

Screening Question

Did your institution, in the most recent prior year (July 1, 2014 - June 30, 2015), offer distance education courses, as defined in the Instructions?

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.

Substantive change (prior approval) is required to offer Correspondence Education Programs.

Data on IP Data
File (July 1, 2014
(2013-14) June 30,
2015)
No No

Screening Question

Did your institution, in the most recent prior year (July 1, 2014 - June 30, 2015), offer Correspondence education courses?

Notes

Middle States Commission on Higher Education Institutional Profile 2015-16

[0619] **UPR - Cayey**

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.

Data on File (2014-15)

IP Data (2015-16)

Accreditors Recognized by U.S. Secretary of Education

National Council for Accreditation of Teacher Education

Accreditors Recognized by U.S. Secretary of Education

■ Council for the Accreditation of Education Preparation (CAEP)

2. Other Accreditors

Please list any other accrediting organizations that accredit your institution or its programs. Please separate each accreditor by semi-colon (;).

Acreditaci?n Council for Business Schools and Program; Association of College & Research Libraries; International Association of Counselling Services

Notes

Information in the Notes section does not constitute formal notice to the Commission. It is explanatory and contextual for any evaluator or other person reading the Institutional Profile. **Please do not exceed 500 characters.**

Middle States Commission on Higher Education Institutional Profile 2015-16

[0619] **UPR - Cayey**

G. Instructional Personnel (Fall)

Data on File IP Data (fall 2014) (fall 2015)

Full-Time Headcount Part-Time Headcount Full-Time Headcount Part-Time Headcount

Total Faculty 110 83 108 78

Notes

Middle States Commission on Higher Education Institutional Profile 2015-16

[0619] **UPR - Cayey**

H. Other Geographical Locations

H-1. Study Abroad

This section is only required if your institution's Self-Study Visit is scheduled for 2016-17 or 2017-18.

Note:

Your institution's next Self-Study Visit is scheduled for 2016-17.

Data on File IP Data (2014-15) (July 1, 2015 - June 30, 2016)

Study Abroad not reported.

Notes

Middle States Commission on Higher Education Institutional Profile 2015-16

[0619] **UPR - Cayey**

H-2. Branch Campuses

The Commission defines a "Branch Campus" as a domestic or international location of an institution that is geographically apart, independent of the primary/main campus of the institution, and at which the institution offers at least 50% of the requirements of an educational program. The branch campus is considered independent of the main campus if it is permanent in nature; offers courses in educational programs leading to a degree, certificate, or other recognized educational credential; has its own faculty and administrative or supervisory organization; and has its own budgetary and hiring authority.

Substantive change (prior approval) is required to add, close, relocate or reclassify Branch Campuses. Please see instructions for more detail.

Data on File (2014-15)

IP Data (2015-16)

No Branch Campuses.

No Branch Campuses.

Middle States Commission on Higher Education Institutional Profile 2015-16

[0619] **UPR - Cayey**

H-3. Additional Locations

The Commission defines an "Additional Location" as a domestic or international location, other than a branch campus or an other instructional site, that is geographically apart from the primary/main campus and at which the institution offers at least 50% of the requirements of an educational program. Additional locations may include sites and locations utilized or established for limited, rather than ongoing provision of programs. If a location does not meet the 50 percent or more rule, it should be treated as an "Other Instructional Site."

Substantive change (prior approval) is required to add, close, relocate or reclassify Additional Locations. Please see instructions for more detail.

Data on File (2014-15)

IP Data (2015-16)

No Additional Locations.

No Additional Locations.

Middle States Commission on Higher Education Institutional Profile 2015-16

[0619] **UPR - Cayey**

H-4. Other Instructional Sites

MSCHE defines an "Other Instructional Site" as any off-campus site, other than those meeting the definition of a Branch Campus or an Additional Location, at which the institution offers one or more courses for credit. Sites designated as Other Instructional Site do not require substantive change approval (except to reclassify them to a Branch Campus or Additional Location).

Do not report a site as an Other Instructional Site if 50% or more of a program can be completed at the site.

Data on File (2014-15)

IP Data (2015-16)

No Other Instructional Sites.

Middle States Commission on Higher Education Institutional Profile 2015-16

[0619] **UPR - Cayey**

I. Financial Information (Part 1)

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

Verify the Fiscal Year Begin and Fiscal Year End dates. The default dates displayed represent the most recent fiscal year for which you would have audited financial statements.

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. Shaded information cannot be modified online.

Data on IP
File Fis
Fiscal En
Year 20
Ending
2014

IP Data Fiscal Year Ending 2015

Which reporting standard is used to prepare your institution's financial statements? Your selection determines the GASB value in the column IPEDS Part-Line below.

SB GASB

FASB (Financial Accounting Standards Board)

GASB (Governmental Accounting Standards Board)

Note: For Private and International institutions, the value is automatically set to FASB. FASB is the closest equivalent to 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.)

Unqualified

Fiscal Year Begin Fiscal Year End 7/1/2014 7/1/2015 6/30/2015 6/30/2016

Does your institution allocate Operation & Maintenance of Plant expense?

Yes Yes Yes Yes

Does your institution allocate Depreciation Expense?

	IPEDS Part-Line	Data on File Fiscal Year Ending 2014		IP Data Fiscal Year Ending 2015	
		Expenses	Includes O&M	Expenses	Includes O&M
Instruction *	C-01	\$21,309,699	\$3,826,452	\$21,874,948	\$3,843,990
Research *	C-02	\$2,341,019	\$420,362	\$2,160,329	\$379,625
Public Services *	C-03	\$161,177	\$28,942	\$172,919	\$30,386
Academic Support *	C-05	\$6,801,450	\$1,127,522	\$4,977,010	\$874,588
Student Services *	C-06	\$3,604,319	\$647,205	\$3,641,291	\$639,868
Institutional Support *	C-07	\$10,081,842	\$1,810,335	\$10,065,519	\$1,768,770
Operation and Maintenance of Plant *	C-Col 4		\$7,860,818		\$7,537,227
Scholarships and Fellowships*	C-10	\$10,104,867	\$0	\$10,335,020	\$0
Auxiliary Enterprises	C-11	\$0	\$0	\$0	\$0
Hospital Services	C-12	\$0	\$0	\$0	\$0
Independent Operations	C-13	\$0	\$0	\$0	\$0
Other Expenses	C-14	\$0	\$0	\$7,537,130	\$0
Total Expenses		\$54,404,373		\$60,764,166	
Total Expenses from IPEDS Report	C-19			\$60,764,166	

^{* =} Educational & General Expenses used for Annual Dues billing.

Notes

Middle States Commission on Higher Education Institutional Profile 2015-16

[0619] **UPR - Cayey**

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 2014	IP Data Fiscal Year Ending 2015
SECTION 2A Data from IPEDS			
Depreciable Capital Assets, net	A-31	\$37,535,396	\$36,389,150
Total Assets	A-06	\$48,531,384	\$44,705,915
Long-Term Debt (Current Portion)	A-07	\$1,363,082	\$2,759,272
Long-Term Debt (Non-Current)	A-10	\$27,818,895	\$24,882,333
Unrestricted Net Assets	A-17	\$1,645,588	\$864,983
Restricted Net Assets (Expendable)	A-15	\$37,589	\$37,877
Restricted Net Assets (Non-Expendable)	A-16	\$0	\$0
Invested in Capital Assets, net of related debt	A-14	\$8,353,420	\$8,747,545
Change in Net Assets	D-03	\$1,407,786	(\$19,624,331)
Net Assets (Beginning of Year)	D-04	\$8,628,811	\$10,036,597
Adjustment to Net Assets (Beginning of Year)	D-05	\$0	\$19,238,139
Net Assets (End of Year)	D-06	\$10,036,597	\$9,650,405
Discounts/Allowances (Applied to Tuition & Fees)	E-08	\$3,886,390	\$3,856,268
Tuition and Fees Revenue (Net of Discounts/Allowances)	B-01	\$2,307,773	\$2,155,725
Depreciation Expense	C-Col 5	\$0	\$0
SECTION 2B Data from Audited Financial Statements and Supporti	ng Document	s	
Total Operating Revenue		\$263,761,656	\$256,482,349
Total Operating Expense		\$1,330,921,626	\$1,264,776,633
Operating Income/Loss		(\$1,067,159,970)	(\$1,008,294,284)
Deposits Held by Bond Trustees		\$54,720,091	\$54,709,270
Principal Payments on Long Term Debt		\$18,110,000	\$19,015,000
Interest Expense on Long Term Debt		\$24,444,250	\$25,538,750

Notes

✓ Click here to indicate that Mr. Jose Colon 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)

Middle States Commission on Higher Education Institutional Profile 2015-16

[0619] **UPR - Cayey**

K. Required Attachments

Please upload the required attachments listed below as soon as all of the items are available but no later than **April 15, 2016**. **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 2015 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 2015 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 2015 (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 an 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 6-30-15
Management Letter	InstitutionName-Mgmt 6-30-15
IPEDS Submission	InstitutionName-IPEDS 6-30-15
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
UPRCayey-AFS 6-30-15.pdf	Adobe Acrobat Document	222.44 KB	4/15/2016 4:39:43 PM
UPRCayey-Catalog.pdf	Adobe Acrobat Document	3392.56 KB	4/15/2016 4:23:31 PM
UPRCayey-IPEDS 6-30-15.pdf	Adobe Acrobat Document	231.47 KB	4/15/2016 4:22:19 PM
UPRCayey-Mgmt 6-30-15.pdf	Adobe Acrobat Document	222.49 KB	4/15/2016 4:21:05 PM

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

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