

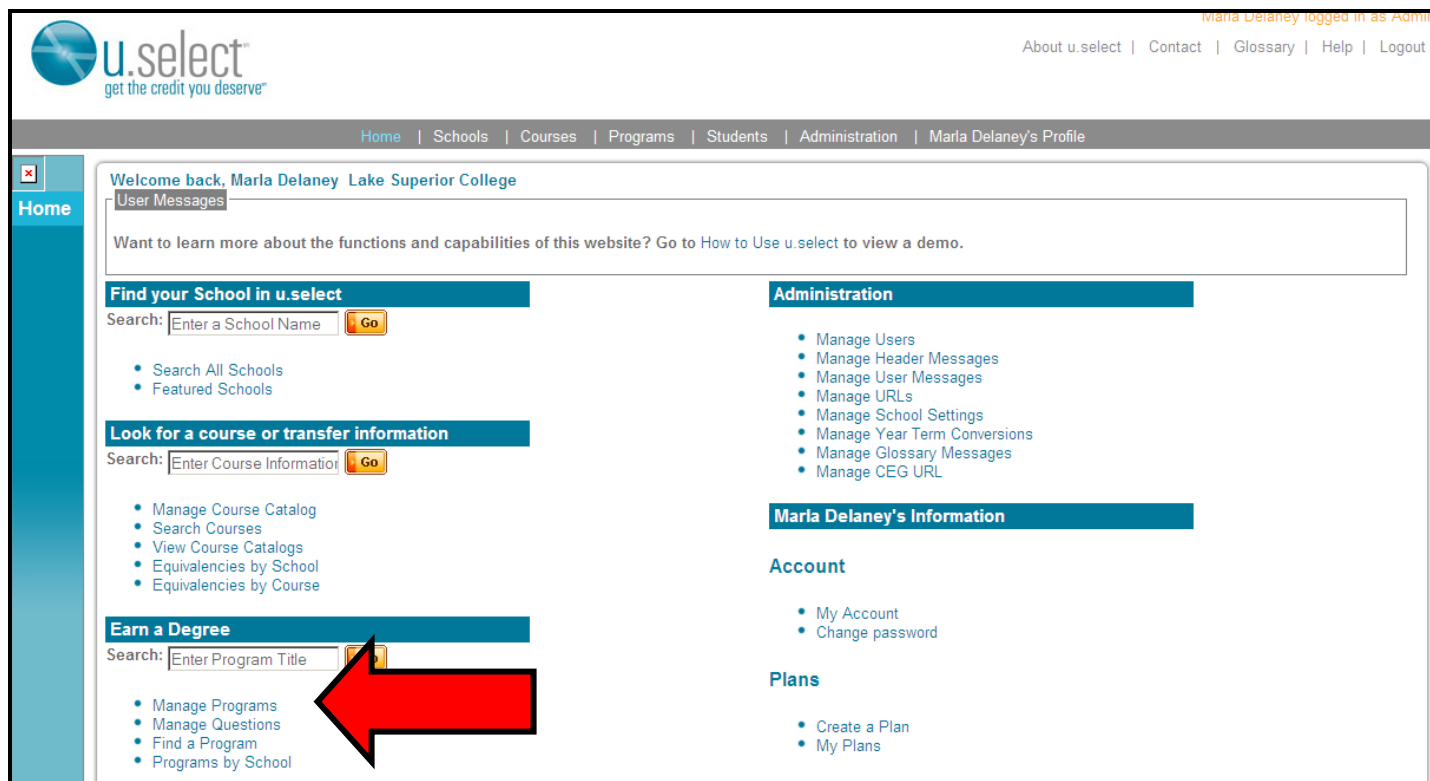
# Updating u.select

u.select Administrators should keep their programs updated in u.select. Below are step-by-step instructions on how to delete programs, add new categories, add programs, change program names, and run programs.

## Deleting Programs

Programs should be deleted from u.select when the program is no longer offered at your institution.

1. Click on the “Manage Programs” link under the “Earn a Degree” heading.



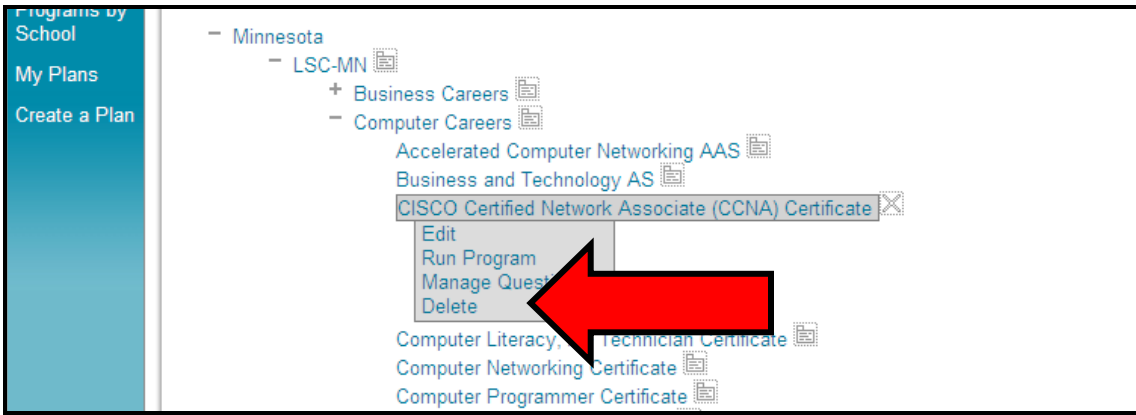
The screenshot shows the u.select website interface. At the top left is the u.select logo with the tagline "get the credit you deserve". The top right shows the user "Marla Delaney" logged in as Admin, with links for "About u.select", "Contact", "Glossary", "Help", and "Logout". A navigation bar below the logo contains links for "Home", "Schools", "Courses", "Programs", "Students", "Administration", and "Marla Delaney's Profile". The main content area is titled "Welcome back, Marla Delaney Lake Superior College" and includes a "User Messages" section with a link to a demo. Below this are three main sections: "Find your School in u.select" with a search box and "Go" button, "Look for a course or transfer information" with a search box and "Go" button, and "Earn a Degree" with a search box and "Go" button. A red arrow points to the "Manage Programs" link in the "Earn a Degree" section. To the right of these sections are two columns of links: "Administration" (Manage Users, Manage Header Messages, Manage User Messages, Manage URLs, Manage School Settings, Manage Year Term Conversions, Manage Glossary Messages, Manage CEG URL) and "Marla Delaney's Information" (Account: My Account, Change password; Plans: Create a Plan, My Plans).

2. Drill down to the specific program that should be deleted. When you are at the level where the program appears, click on the file folder image next to the program.



The screenshot shows a tree view of programs. The left sidebar has links for "School", "My Plans", and "Create a Plan". The main content area shows a tree structure starting with "Minnesota" and "LSC-MN". Under "LSC-MN", there are two expandable categories: "Business Careers" and "Computer Careers". Under "Computer Careers", there is a list of programs, each with a file folder icon to its right. A red arrow points to the file folder icon next to the program "Accelerated Computer Networking AAS".

Once the program menu is opened, click on the “Delete” link.

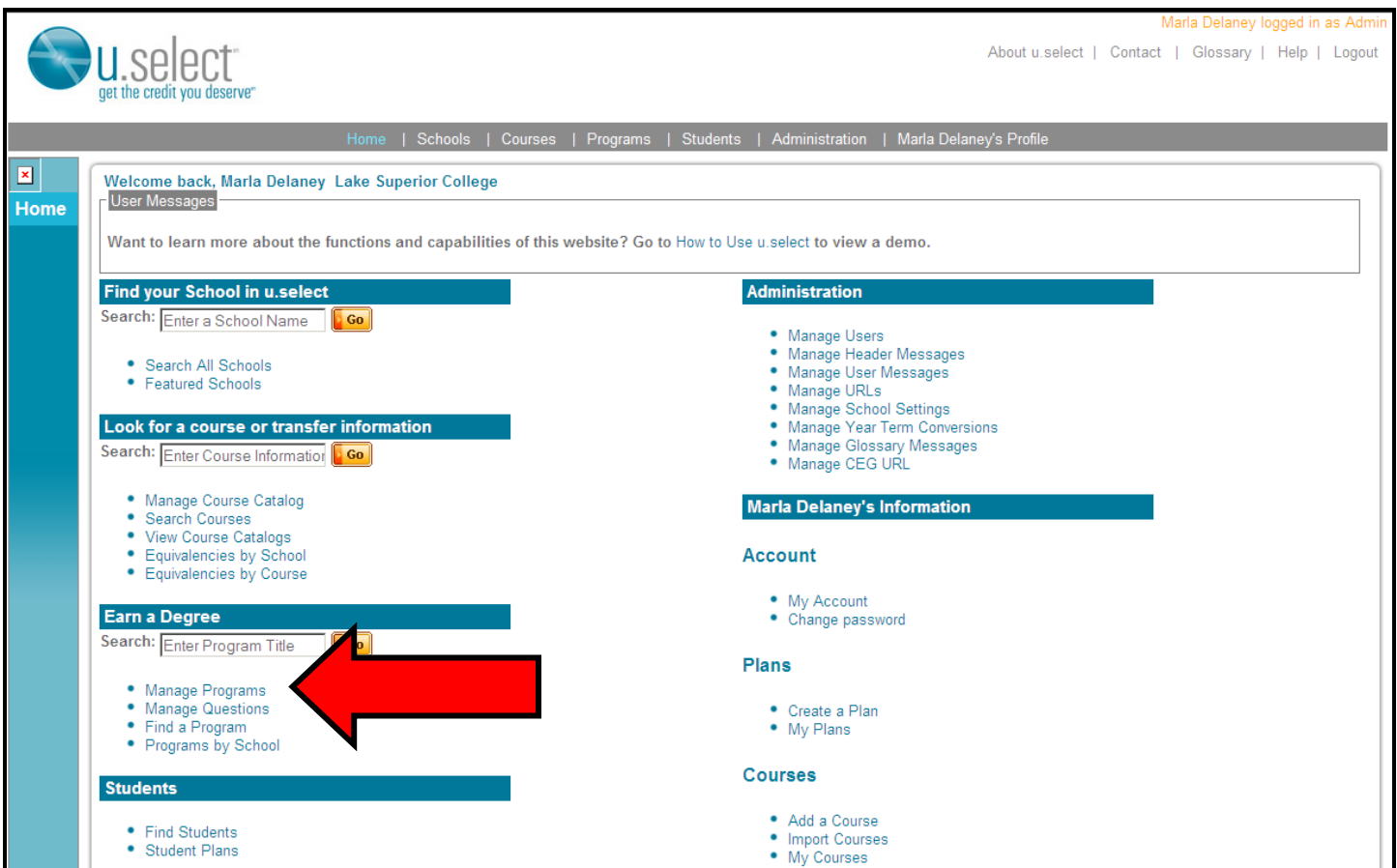


3. Be sure to Run Program after deleting any program in u.select. Run Program instructions are located at the end of this document.

## Adding New Categories

New categories should be added to u.select when departments or new areas are added at your institution.

1. Click on the “Manage Programs” link under the “Earn a Degree” heading.



2. Click on the file folder image next to your institution name (LSC-MN in this example).

u.select  
get the credit you deserve

Marla Delaney logged in as Admin  
About u.select | Contact | Glossary | Help | Logout

Home | Schools | Courses | Programs | Students | Administration | Marla Delaney's Profile

**Programs**

Manage Programs

Manage Questions

Find a Program

Programs by School

My Plans

Create a Plan










### Manage Programs

Select a state and school to see what programs they offer.

State:

School:

Manage programs that display for your school in Programs and Plans by clicking the Edit Menu icon. Please click the Re-index Programs button each time you make changes to your programs to update your server.

- Minnesota
  - LSC-MN  
  - + Business Careers 
  - + Computer Careers 
  - + Health Careers 
  - + Programs for University Transfer 
  - + Public Safety/Emergency Response Careers 
  - + Trade and Industry Careers 
  - + Transportation Careers 

Click on the "Add a Category" link.

**Programs**

Manage Programs

Manage Questions

Find a Program

Programs by School

My Plans

Create a Plan






### Manage Programs

Select a state and school to see what programs they offer.

State:

School:

Manage programs that display for your school in Programs and Plans by clicking the Edit Menu icon. Please click the Re-index Programs button each time you make changes to your programs to update your server.

- Minnesota
  - LSC-MN  
    - Add a Category
    - Add a Program
    - Import Programs
    - Run Programs
    - Manage Questions
    - Delete
  - + Business Careers 
  - + Computer Careers 
  - + Health Careers 

3. Enter the new category name in the Category Description field, select the “Visible” radio button and click “Save.”

The screenshot shows the 'Edit Category' form in the u.select system. The form includes the following fields and options:

- School ID in u.select (UNIQ)** (required): LSC-MN
- Category Description** (required): Massage Therapy
- Status** (required):  Visible  Plan Only

Buttons: Save, Cancel

4. Be sure to Run Programs after adding/editing categories in u.select. Run Programs instructions are located at the end of this document.

## Adding New Programs

Academic Programs should be added to u.select when a program is new at your institution.

1. Click on the “Manage Programs” link under the “Earn a Degree” heading.

The screenshot shows the Home page of the u.select system. The page includes the following sections:

- Welcome back, Marla Delaney Lake Superior College**
- Find your School in u.select**: Search: Enter a School Name [Go]
- Look for a course or transfer information**: Search: Enter Course Information [Go]
- Earn a Degree**: Search: Enter Program Title [Go]
- Administration**:
  - Manage Users
  - Manage Header Messages
  - Manage User Messages
  - Manage URLs
  - Manage School Settings
  - Manage Year Term Conversions
  - Manage Glossary Messages
  - Manage CEG URL
- Marla Delaney's Information**
- Account**:
  - My Account
  - Change password
- Plans**:
  - Create a Plan
  - My Plans

A red arrow points to the 'Manage Programs' link under the 'Earn a Degree' heading.

2. Find the appropriate category in the drill down. Click on the file folder image next to category.

u.select  
get the credit you deserve

About u.select |

Home | Schools | Courses | **Programs** | Students | Administration | Marla Delaney's Profile

**Programs**

Manage Programs

Manage Questions

Find a Program

Programs by School

My Plans

Create a Plan

### Manage Programs

Select a state and school to see what programs they offer.

State:

School:

**Import** **Export** **Re-index Programs**

Manage programs that display for your school in Programs and Plans by clicking the Edit Menu icon. Please click the Re-index Programs button programs to update your server.

- Minnesota
  - LSC-MN
    - + Business Careers
    - + **Computer Careers**
    - + Health Careers
    - + Programs for University Transfer
    - + Public Safety/Emergency Response Careers
    - + Trade and Industry Careers
    - + Transportation Careers

Click on the "Add a Program" link.

u.select  
get the credit you deserve

About u.select |

Home | Schools | Courses | **Programs** | Students | Administration | Marla Delaney's Profile

**Programs**

Manage Programs

Manage Questions

Find a Program

Programs by School

My Plans

Create a Plan

### Manage Programs

Select a state and school to see what programs they offer.

State:

School:

**Import** **Export** **Re-index Programs**

Manage programs that display for your school in Programs and Plans by clicking the Edit Menu icon. Please click the Re-index Programs button programs to update your server.

- Minnesota
  - LSC-MN
    - + Business Careers
    - + **Computer Careers**
      - Edit
      - Add a Category
      - Add a Program**
      - Run Programs
      - Manage Questions
      - Delete
    - + Health Careers
    - + Programs for University Transfer

3. An “Add Program” screen appears. Add the appropriate information. Use an established program to ensure the fields are properly filled in and click “Save.”

The screenshot shows the 'Add Program' form in the u.select system. The form is titled 'Add Program' and includes the following fields and options:

- School ID in u.select (UNIQ) (required): LSC-MN
- Program Name (required): Computer Programming AAS
- Status (required):  Visible  Plan Only  Test
- Degree (required): Associate
- CIP Code: 11.0201 - Computer Programming/Programmer, General
- Program Terms (required): 999808 - 999999
- Program URL: http://www.lsc.edu/acad
- Program Code (required): AAS 5103
- COM Table Override: LSC
- Program Note: Offers skills development in computer applications, database management, system analysis and design, and data communications.

A red circle highlights the 'COM Table Override' field. A yellow callout box on the right contains the text: 'List of COM Table Override codes at the end of this document'.

4. Be sure to Run Programs after adding any programs in u.select. Run Programs instructions are located at the end of this document.

## Updating Programs

Academic Programs names should be updated in u.select when a program name change occurs at your institution.

1. Click on the “Manage Programs” link under the “Earn a Degree” heading.

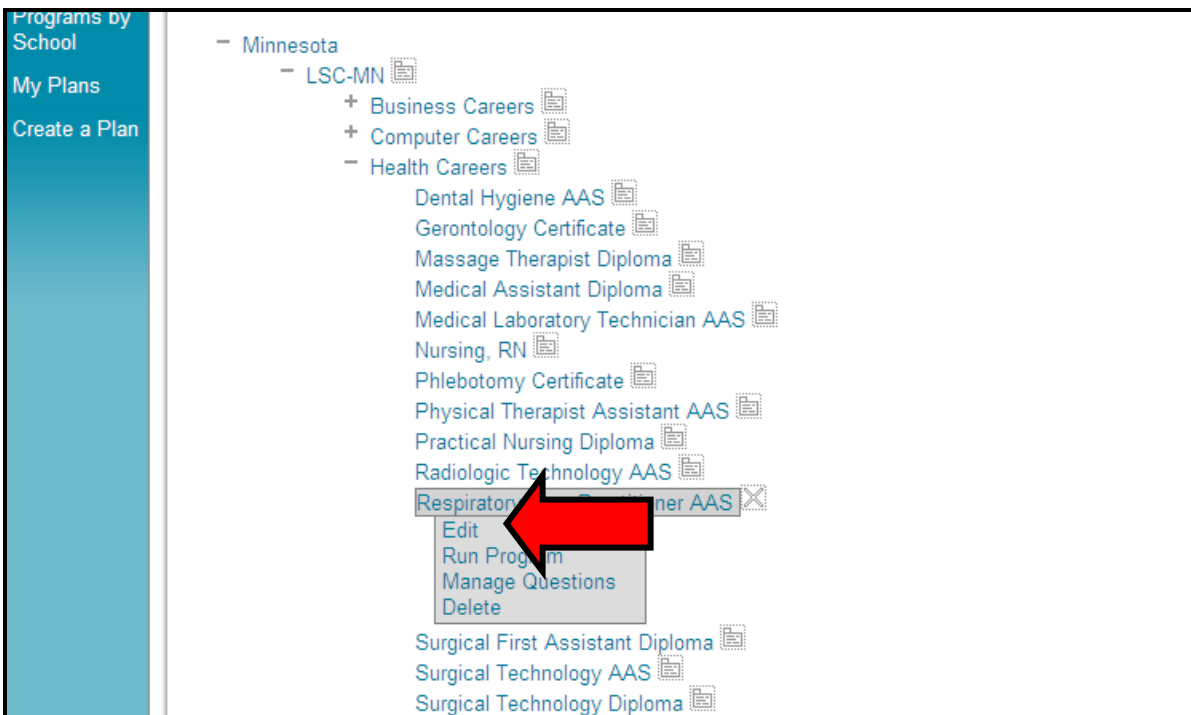
The screenshot shows the 'Home' page of the u.select system. The page is titled 'Home' and includes the following sections:

- Welcome back, Marla Delaney Lake Superior College**
- Find your School in u.select**: Search: Enter a School Name [Go]
- Look for a course or transfer information**: Search: Enter Course Information [Go]
- Earn a Degree**: Search: Enter Program Title [Go]. A red arrow points to the 'Manage Programs' link in the list below.
- Administration**:
  - Manage Users
  - Manage Header Messages
  - Manage User Messages
  - Manage URLs
  - Manage School Settings
  - Manage Year Term Conversions
  - Manage Glossary Messages
  - Manage CEG URL
- Marla Delaney's Information**
- Account**:
  - My Account
  - Change password
- Plans**:
  - Create a Plan
  - My Plans

2. Find the appropriate program in the drill down. When you are at the level where the program appears, click on the file folder image next to the program name.



Click on "Edit" link.



3. Change the program name in the “Program Name” field and then click “Save.”

**Add Program**

\* School ID in u.select (UNIQ) (required) LSC-MN

\* Program Name (required) Respiratory Care Practitioner AAS

\* Status (required)  Visible  Plan Only  Test(2)

\* Degree (required) Associate

CIP Code

51.0908 - Respiratory Therapy/Therapist

\* Program Terms (required) 999808 999999

Program URL(2) http://www.lsc.edu/progr

\* Program Code (2) (required) AAS 5215

COM Table Override LSC

Program Note  
Respiratory care practitioners are health care specialists who work with a variety of patients suffering from cardiopulmonary disorders.

4. Be sure to Run Programs all audits after updating program names in u.select. Run Programs instructions follow.

## Run Programs

After making any program changes in u.select, be sure to Run Programs. In addition, the Run Programs process should be done every week.

1. Select the “Manage Programs” link under the “Programs” heading.

**Home**

Welcome back, Marla Delaney Lake Superior College

User Messages

Want to learn more about the functions and capabilities of this website? Go to [How to Use u.select](#) to view a demo.

**Find your School in u.select**

Search:

- Search All Schools
- Featured Schools

**Look for a course or transfer information**

Search:

- Manage Course Catalog
- Search Courses
- View Course Catalogs
- Equivalencies by School
- Equivalencies by Course

**Earn a Degree**

Search:

- Manage Programs
- Manage Questions
- Find a Program
- Programs by School

**Administration**

- Manage Users
- Manage Header Messages
- Manage User Messages
- Manage URLs
- Manage School Settings
- Manage Year Term Conversions
- Manage Glossary Messages
- Manage CEG URL

**Marla Delaney's Information**

**Account**

- My Account
- Change password

**Plans**

- Create a Plan
- My Plans

2. From the “Manage Programs” click on the file folder image next to your institution name (LSC-MN in this example), then click the “Run Programs” link.

The screenshot shows the 'Manage Programs' interface. At the top, there are navigation links: Home, Schools, Courses, Programs, Students, Administration, and Marla Delaney's Profile. The main content area includes a 'Manage Programs' section with dropdown menus for 'State' (Minnesota) and 'School' (Lake Superior College). Below these are buttons for 'Import', 'Export', and 'Re-index Programs'. A list of programs is shown under the 'Minnesota' category, with 'LSC-MN' expanded. A red arrow points to the file folder icon next to 'LSC-MN'. To the right of the arrow, the text reads: '1. Click on the file folder image next to your institution name'.

This screenshot shows the same 'Manage Programs' interface. The 'LSC-MN' entry is selected, and a context menu is open over it. The menu items are: 'Add a Category', 'Add a Program', 'Import Programs', 'Run Programs', 'Manage Questions', and 'Delete'. A red arrow points to the 'Run Programs' link. To the right of the arrow, the text reads: '2. Click the 'Run Programs' link'.

3. You will receive confirmation and a list of programs that will be run, “All the existing programs will be deleted.” Click on the orange “Submit” button.

Confirmation

All the existing programs will be deleted.

Program Code	Description
AA 4901	Associate in Arts (AA)
AAS 0530	Accounting AAS
AAS 1213	Dental Hygiene AAS
AAS 3001	Professional Pilot AAS
AAS 5051	Sales and Marketing AAS
AAS 5055	Commercial & Residential Wiring AAS
AAS 5064	Administrative Office Specialist AAS
AAS 5092	Supervisory Management AAS
AAS 5094	Legal Administrative Assistant AAS
AAS 5095	Medical Administrative Secretary AAS
AAS 5096	Paralegal Studies AAS Degree
AAS 5103	Computer Programming AAS
AAS 5106	Microcomputer Support Specialist AAS
AAS 5115	Paramedic AAS
AAS 5116	Web Developer AAS
AAS 5205	Medical Laboratory Technician AAS

4. A small notification will tell you the number of programs that have been submitted.

Manage Programs

94 programs submitted

Select a state and school to see what programs they offer.

State: Minnesota

School: Lake Superior College

Import Export Re-index Programs

Manage programs that display for your school in Programs and Plans by clicking the Edit Menu icon. Please click the Re-index Programs button each time you make changes to your programs to update your server.

- Minnesota
  - LSC-MN
    - + Business Careers
    - + Computer Careers
    - + Health Careers
    - + Programs for University Transfer
    - + Public Safety/Emergency Response Careers
    - + Trade and Industry Careers
    - + Transportation Careers

5. After the guides have finished updating, you can check the programs by selecting “Home” from the top navigation menu, then click “Programs by School” under the “Earn a Degree” heading, and select YOUR STATE and INSTITUTION from the list. Select a program; look at the timestamp on the program. It should be from the current day.

u.select - Lake Superior College - Computer Programming AAS - Minnesota State Colleges & Universities

https://mn.transfer.org/cas/at/school/program/guide/id/1896

School: Lake Superior College  
Program Note: Offers skills development in computer applications, database management, system analysis and design, and data communications.

Catalog Year 9998 - 9999  
Program Information: Computer Programming AAS

Computer Programming AAS

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**PREPARED: 02/18/10 - 10:56** Verify Timestamp

Lake Superior College For Advising Only  
Program Code: AAS 5103  
Information Systems Programmer, A.A.S.  
Total Required Credits: 64

*Disclaimer*  
Please consult a college representative for official results

*Key to interpret progress towards the Planning Guide*

- Navy/Blue text = Completed Planning Guide requirements
- Maroon/Red text = Incomplete Planning Guide requirements
- Gray/Shaded text = Your courses applying to the Planning Guide
- Green text = Cross-reference courses

At Least One Requirement Has Not Been Met.

NO A minimum of a 2.0 GPA for Lake Superior College courses

6. The process is complete.

(COM Table Override Codes on next page)

### COM Table Override Codes by School

<b>School</b>	<b>COM Table Override Code</b>
Alexandria Technical & Community College	AXTC
Anoka Technical College	ATC
Anoka-Ramsey Community College	ARCC
Bemidji State University	BSU
Central Lakes College	CLCC
Century College	CCTC
Dakota County Technical College	DCT
Fond du Lac Tribal and Community College	FON
Hennepin Technical College	HTD
Hibbing Community College	HCC
Inver Hills Community College	IHCC
Itasca Community College	ITA
Lake Superior College	LSC
Mesabi Range Community and Technical College	MES
Metropolitan State University	MET
Minneapolis Community and Technical College	MIM
Minnesota State College – Southeast Technical	RWTC
Minnesota State University, Mankato	MAN
Minnesota State University Moorhead	MHD
Minnesota State Community & Technical College	FFC
Minnesota West Community and Technical College	SWTC
Normandale Community College	NRC
North Hennepin Community College	NHC
Northland Community and Technical College	TRF
Northwest Technical College	BTC
Pine Technical College	PITC
Rainy River Community College	RAR
Ridgewater College	RIDG
Riverland Community College	AUAL
Rochester Community and Technical College	ROCH
St. Cloud State University	SCSU
St. Cloud Technical & Community College	STTC
Saint Paul College	SPT
South Central College	MKFA
Southwest Minnesota State University	SOU
Vermilion Community College	VERM
Winona State University	WIN

Revised: 2/9/2011