

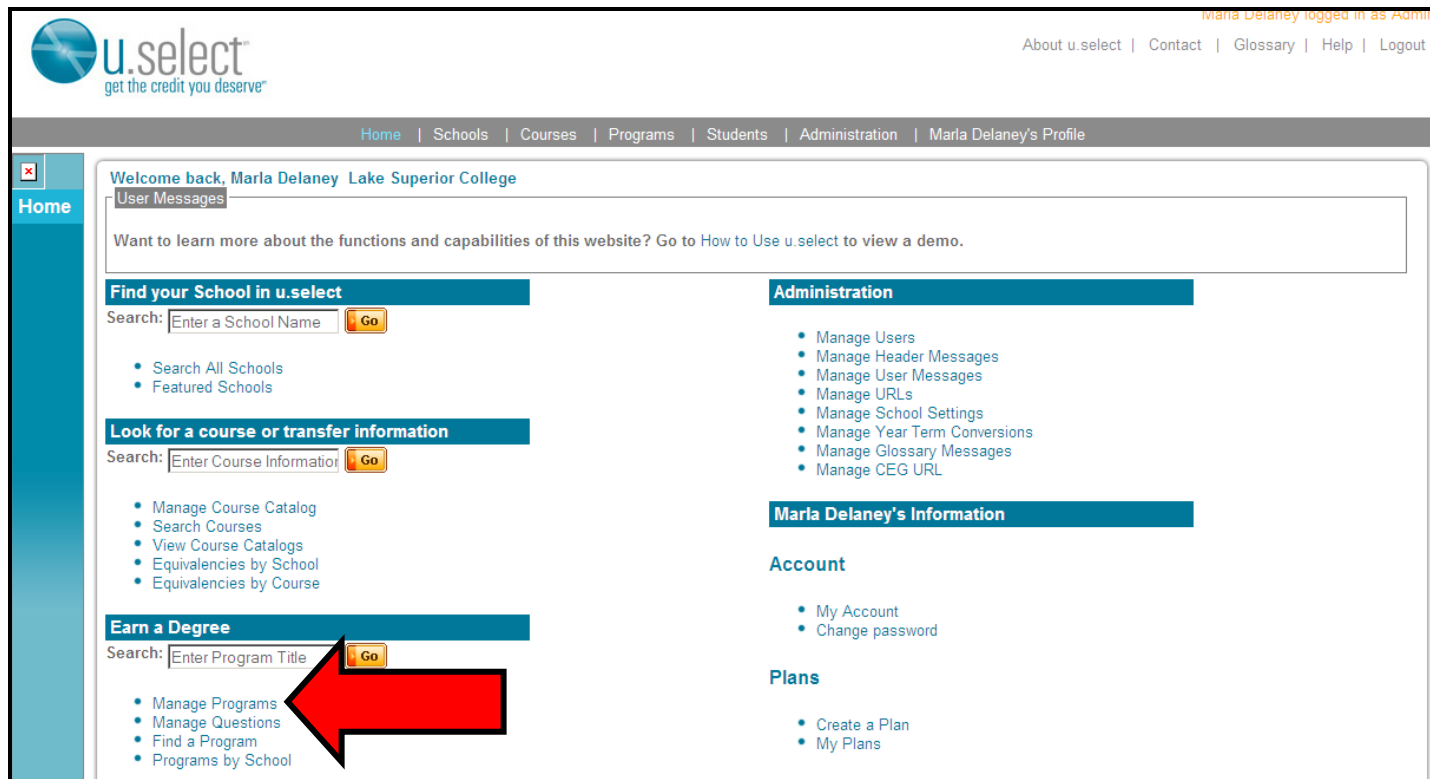
Updating u.select


u.select Administrators must 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.

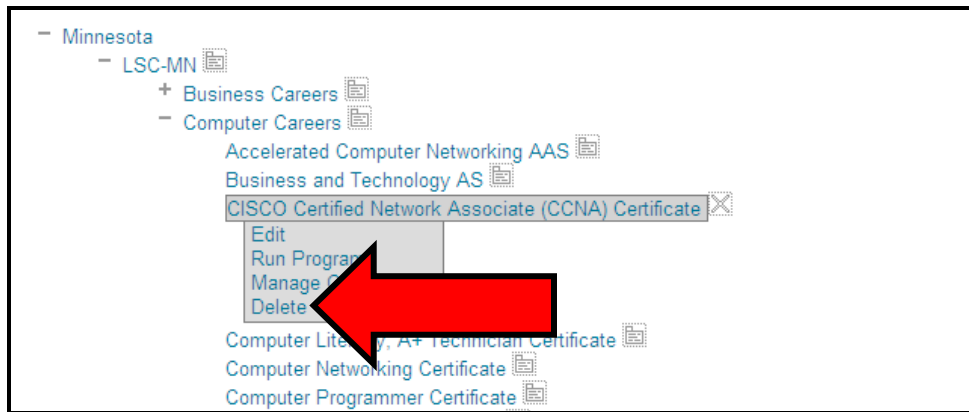
1. Click on the “Manage Programs” link under the “Earn a Degree” heading.



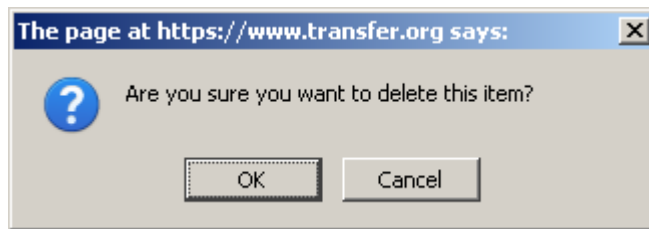
2. Drill down to the specific program that should be deleted. When you are at the level where the program appears, click on the file folder image  next to the program.



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



You will need to confirm the delete when this window pops up:



NOTE: It is not necessary to Delete a Program or Category to hide it from users in u.select. Instead, you can select the Edit link and change the Status field to 'Test'.

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.

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

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

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

Students
• Find Students
• Student Plans


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

Courses
• Add a Course
• Import Courses
• My Courses

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

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Marla Delaney logged in as Admin
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Manage Programs
Select a state and school to see what programs they offer.

State:
School:

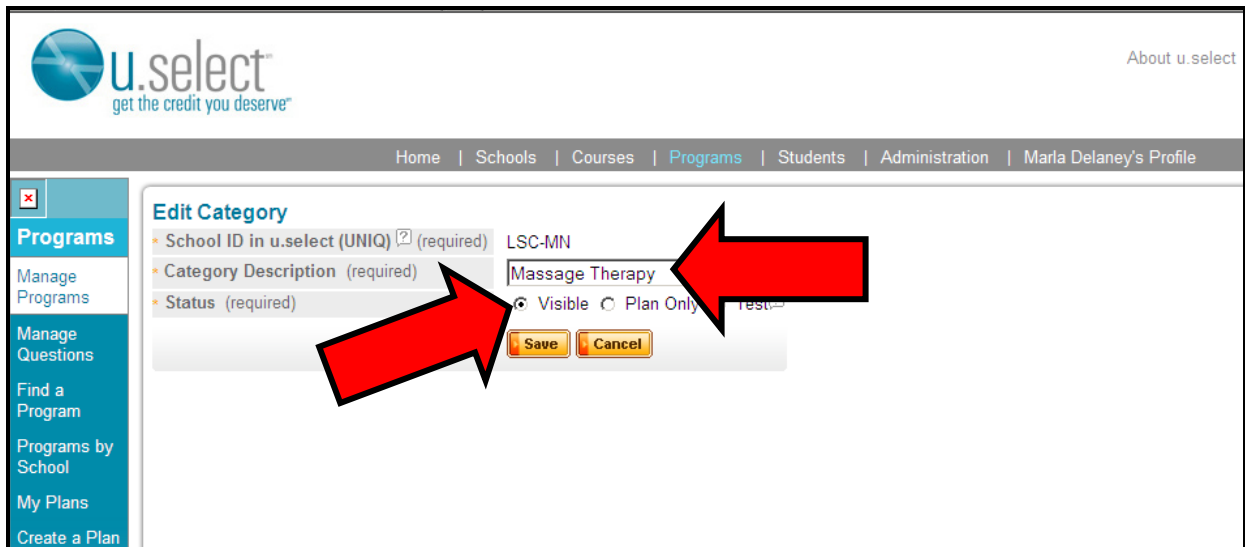
Manage programs that display for your school in Programs and Plans by clicking the Edit Menu icon. Please click the Re-index Programs button each time you make changes to your programs to update your server.

- Minnesota
 - LSC-MN
 - + Business
 - + 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.



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



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 u.select website home page. The user is logged in as Admin. The page has a navigation menu on the left with 'Home' selected. The main content area has several sections: 'Welcome back, Marla Delaney Lake Superior College', 'Find your School in u.select', 'Look for a course or transfer information', 'Earn a Degree', 'Administration', 'Marla Delaney's Information', 'Account', and 'Plans'. A red arrow points to the 'Manage Programs' link under the 'Earn a Degree' section.

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

The screenshot shows the u.select website 'Manage Programs' page. The user is logged in as Admin. The page has a navigation menu on the left with 'Programs' selected. The main content area has a 'Manage Programs' section with a search form for State and School. Below the search form are buttons for 'Import', 'Export', and 'Re-index Programs'. A list of categories is shown, with a red arrow pointing to the 'Business Careers' category.

Click on the “Add a Program” link.

The screenshot shows the 'u.select' website interface. The top navigation bar includes links for Home, Schools, Courses, Programs, Students, Administration, and Marla Delaney's Profile. The left sidebar contains a 'Programs' menu with options like 'Manage Programs', 'Manage Questions', 'Find a Program', 'Programs by School', 'My Plans', and 'Create a Plan'. The main content area is titled 'Manage Programs' and includes a search filter for State (Minnesota) and School (Lake Superior College). Below the filter are buttons for 'Import', 'Export', and 'Re-index Programs'. A tree view shows the hierarchy: Minnesota > LSC-MN > Computer Careers. A red arrow points to the 'Add a Program' link in the context menu for 'Computer Careers'.

3. An “Add Program” screen appears. Add the appropriate information as described below. You may also use an established program to ensure the fields are properly filled in. When complete, click “Save.”

The screenshot shows the 'Add Program' form. The form contains the following fields and values:

- School ID in u.select (UNIQ) (required): LSC-MN
- Program Name (required): Computer Programming AAS
- Status (required): Visible Plan Only Test Program Only
- Degree (required): Associate
- CIP Code: 11.0201 - Computer Programming/Programmer, General
- Program Terms (required): 999808, 999999
- Program URL: http://www.lsc.edu/progr
- 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.
- Delivery Type (required): On Campus Online Multiple Other
- College Code: [Empty]
- Department Code: [Empty]
- Program Type: [Empty]
- Program Ext Name: [Empty]

Buttons: Save, Cancel

a. Program Name – Descriptive full name of the program. (Maximum 59 characters)

- b. Status (*Visible* to show in u.select, *Test* if it should either stop showing in u.select (as in a suspended program) or isn't yet ready to be made public.
- c. Degree - Associate, Bachelor, Certificate, Diploma, Masters, Doctorate or Other
- d. CIP Code - from your Valid Program Inventory in ISRS
- e. Program Terms – to use only the most recent/current version of the program from DARS, we suggest using: 999808 to 999999 [this is a recommended practice]
Remember that u.select ONLY uses year and month values, so if you do not use the recommended 999808 FYT value, do NOT use year/term values here.
- f. Program URL – enter the URL to link to more information about this program on your school's website.
- g. Program Code – enter the program's unique identifier exactly the same as in your school's DARS Programs table.
- h. COM Table Override – enter the value that corresponds the COM value for your school, as shown here:

<u><i>Institution</i></u>	<u><i>COM Value</i></u>
Alexandria Technical 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	METE
Minneapolis Community and Technical College	MIM
Minnesota State College - SE Technical	RWTC
Minnesota State Community and Technical College	FFC
Minnesota State University, Mankato	MAN
Minnesota State University Moorhead	NHD
Minnesota West Community and Technical College	SWTC
Normandale Community College	NCC
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 Community and Technical College	RIDG
Riverland Community College	AUAL
Rochester Community and Technical College	ROCH
Saint Paul College	SPT
South Central College	MKFA
Southwest Minnesota State University	SOU

St Cloud State University
St Cloud Technical College
Vermilion Community College
Winona State University

SCSU
STTC
VERM
WIN

- i. Program Note - A note to users that will appear on the top of your Plans in u.select. Typically a sentence or two of information about the program copied and pasted from your school website is recommended. No more than 250 characters may be used.
- j. Delivery Type - Select one or more of these delivery types:
 - On Campus
 - Online
 - Other - a program that is delivered by a method that is neither on campus nor online
- k. College Code, Department Code, Program Type and Program Ext Name should remain blank as they are not needed for u.select schools who use DARwin software.

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

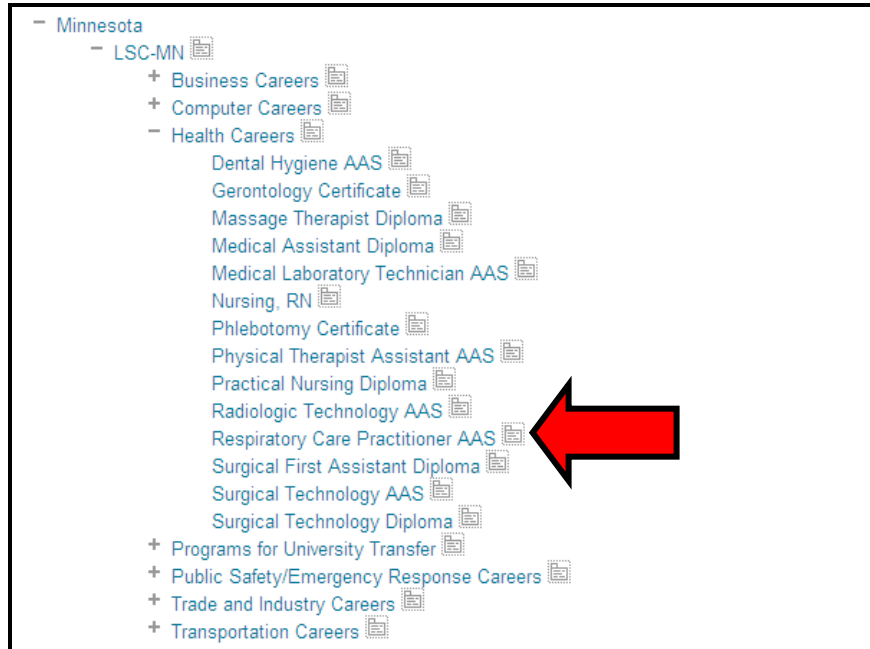
Academic Programs names should be updated in u.select when a program name change occurs at your institution.

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

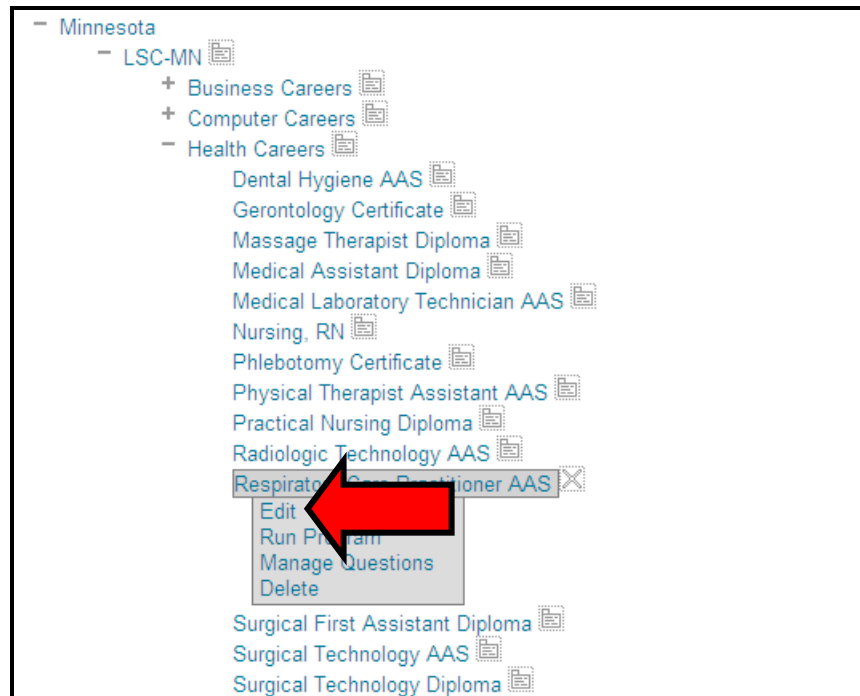
The screenshot shows the u.select website interface. At the top right, it says "Marla Delaney logged in as Admin". Below the logo, there are navigation links: "About u.select | Contact | Glossary | Help | Logout". A secondary navigation bar includes "Home | Schools | Courses | Programs | Students | Administration | Marla Delaney's Profile". The main content area is divided into several sections:

- 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 (indicated by a red arrow)
 - 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. 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

• Degree (required) Associate

CIP Code
51.0908 - Respiratory Therapy/Therapist

• Program Terms (required) 999808 999999

Program URL http://www.lsc.edu/progr

• Program Code (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.

• Delivery Type (required) On Campus Online Multiple Other

If you are a DegreeWorks school, enter your college code/department code. If you are not a DegreeWorks school, please leave this field blank.

College Code

Department Code

Program Type

Program Ext Name

Save Cancel

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 “Earn a Degree” heading.

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Marla Delaney logged in as Admin

About u.select | Contact | Glossary | Help | Logout

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

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: Enter a School Name Go

- Search All Schools
- Featured Schools

Look for a course or transfer information

Search: Enter Course Information Go

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

Earn a Degree

Search: Enter Program Title Go

- 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.

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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 on programs to update your server.

- Minnesota
 - LSC-MN  **1. Click on the file folder image next to your institution name**
 - + Business Careers 
 - + Computer Careers 
 - + Health Careers 
 - + Programs for University Transfer 
 - + Public Safety/Emergency Response Careers 
 - + Trade and Industry Careers 
 - + Transportation Careers 

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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:

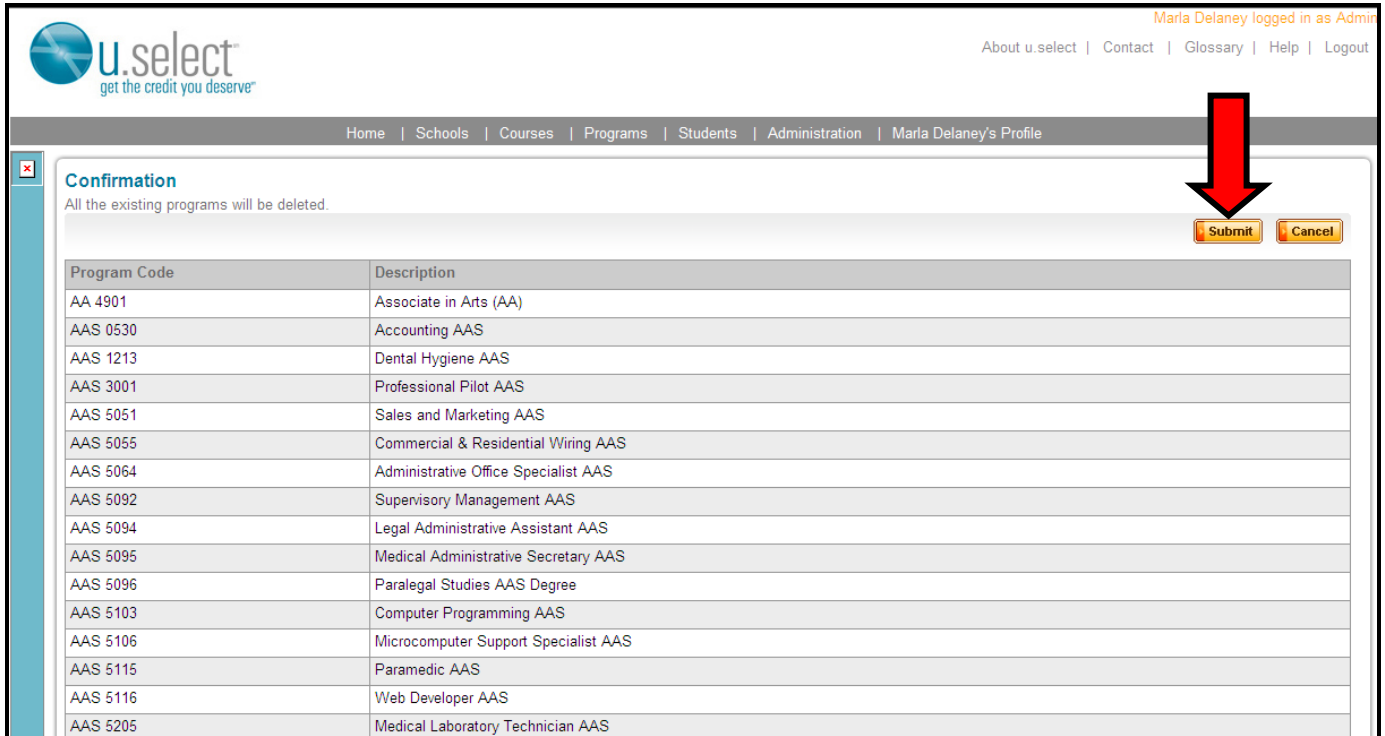
School:

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 on programs to update your server.

- Minnesota
 - LSC-MN   **2. Click the 'Run Programs' link**
 - + Add a Category
 - + Add a Program
 - + Import Programs
 - + **Run Programs**
 - + Manage Questions
 - + Delete
 - + Business Careers 
 - + Computer Careers 
 - + Health Careers 
 - + Programs for University Transfer 
 - + Public Safety/Emergency Response Careers 
 - + Trade and Industry Careers 
 - + Transportation Careers 

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.

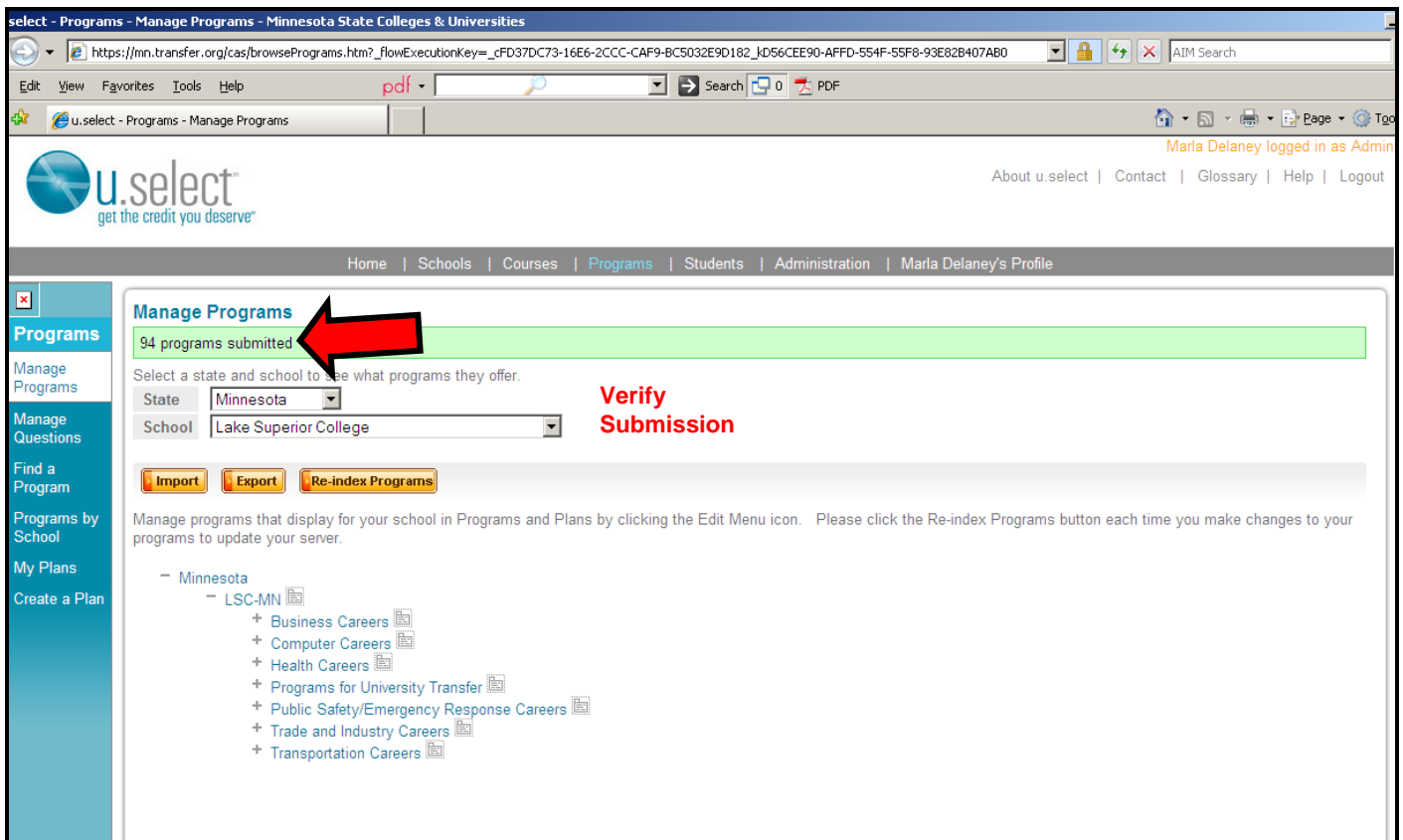


Confirmation
All the existing programs will be deleted.

Submit **Cancel**

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.



select - Programs - Manage Programs - Minnesota State Colleges & Universities

94 programs submitted

Verify Submission

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 plans 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 date/timestamp on the program. It should be from the current day.

[Print](#) [Email](#) [Close](#)


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



PREPARED: 02/18/10 - 10:56

Lake Superior College

Program Code: AAS 5103

Information Systems Programmer, A.A.S.

Total Required Credits: 64

Verify Timestamp

For Advising Only

u.select Plan

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 Run Programs process is complete.

Revised: 4/22/2011

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