

2005 ANNUAL REPORT FREQUENTLY ASKED QUESTIONS

Since this is the first year that member schools are required to submit the Annual Report through the ACCSCT web site at www.accsct.org, we have received many questions about the on-line process. From these questions, ACCSCT has provided the following list of frequently asked questions in order to help you through the Annual Report process. Thank you to those schools that have already completed the 2005 Annual Report and for schools that have called with questions which has helped in putting together these questions.

I do not seem to have my Username and Password. How can I get this information?

ACCSCT mailed letters to all schools in October to identify the user names and passwords. ACCSCT will resend you this letter via email or fax upon receipt of a signed facsimile by the director of the school requesting this information. Please fax your request to the attention of Sean Forman to 703-247-4533.

Why am I receiving an Invalid Username and Password message when I attempt to logon?

There are several possible reasons. First, use your six-digit school number for your username. Do not include the M (Main) or B (Branch) when entering the information. Please also note that the number one (1), capital "I" and lower-case "L" look similar. If you are still having difficulty with the username and password, please contact Sean Forman at 703-247-4212 or sforman@accsct.org.

When is the Annual Report due?

The Annual Report must be submitted **on or before January 19, 2006**. Schools will be assessed a late fee of \$500.00 for reports submitted after this date. A fee of \$250.00 will be applied to schools that require an extension to complete the Annual Report and submit a request for the extension by January 3, 2006.

How can I make sure that the school's contact information, including fax number and website are correct?

Once you logon to the Annual Report, you can select the Edit button (see below) to edit the school's contact information.

School Number: ←

I saved my work, exited and went back to add information, but nothing I saved was there. Help!

Please note that the website will time-out if there is 20 minutes of inactivity (typing is considered inactivity), so information will be lost if the report is not saved at a minimum of every 20 minutes. In addition, the report will not save if there is a message stating "The information has not been saved due to invalid entries highlighted in yellow." In the Annual Report section, the following fields must be entered in order to save:

Report Prepared By	School Director Salutation, First Name and Last Name
Demographic Location	Unemployment Rate
Median Income	Gross Tuition Revenue
Cohort Default Rate	Characteristics of Student Enrollment Information

If you do not have all of the information at this time, enter 0 in the fields that require a number so that it will save and return to edit the report at a later time. Just remember to go back to make the edits!

**** Please turn to Page 2 for more information.**

Why can I not enter a Program Enrollment Summary (PES) or Completion & Placement Chart?

Please note that you cannot complete a Program Enrollment Summary until the Annual Report is saved. In addition, you cannot begin a Completion & Placement Chart until a PES is saved. To enter a Completion & Placement Chart after completing a PES, click on the program title under “PES Forms” so that it is highlighted in blue and then select New C&P Chart. If you click New C&P Chart without selecting a PES, you will receive a message saying, “PES is not identified.”

How can I tell if there is an error in the Completion & Placement data?

The Completion & Placement Chart in the Annual Report does not calculate whether or not there is an error in the data. If you are unsure whether or not the numbers are correct, enter the information on a C&P Chart from the ACCSCT website (www.accsct.org; it is in the Forms Section of “Staying Accredited”) and then enter the information in the Annual Report.

Do I need to submit a Completion & Placement (“C&P”) Chart there are less than three cohort starts?

Yes. If there are less than three class starts during the C&P Chart reporting period, schools are required to go back from before the reporting period to capture a third start. If the program is new and has less than three starts, complete a C&P Chart by entering the “program length in months” and “number of starts in period.” **Please note that the Annual Report cannot be submitted if there is a completed Program Enrollment Summary without a corresponding C&P Chart.**

How can I print the report so that it will fit on one page?

Once you are in Internet Explorer, click “File” and then scroll down and select “Page Setup.” Under Orientation, select the option for Landscape. If necessary, adjust the left and right margins.

How do I send my enrollment agreement and catalog?

Please note that a catalog, enrollment agreement and respective checklists are **not** required for this report.

Can I still make changes after submitting the Annual Report?

When you select “Submit Report,” you will receive a message asking if you are sure that your report is final and no further changes are required. If you select OK, you will not longer be able to make ANY further changes to any of the forms. You will still be able to view and print your report, but will not able to make changes. If you do need to make changes, please contact Sean Forman at 703-247-4505 or sforman@accsct.org.

If you have any Annual Report questions, please feel free to contact Sean Forman or anyone else at the ACCSCT office at (703) 247-4212.