

hep[®] eHES Instructions to Update

2011 Higher Education Directory[®]

These instructions will be your guide for updating your institution's listing in the *2011 Higher Education Directory*[®] using the eHES update system.


If you do not wish to use the eHES system to submit your updates, please feel free to write your updates on the printout that was mailed to you and return it to us via mail prior to **June 25, 2010**.

Information submitted will be published in the *2011 Higher Education Directory*[®], and available to those in and working with the higher education community via print and electronic format.

If we do not receive your changes, we will have no choice other than to print the data we now have on record as shown on the printed sheet.

Getting Started

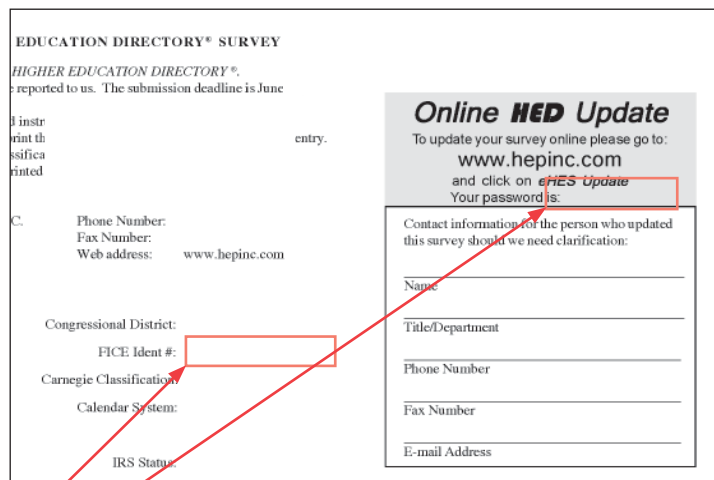
Go to <http://www.hepinc.com> and click on the **Update Now** link. The following page will appear:



Your institution's User Name is its FICE Identification Number. The FICE Number can be found on the first page of the printed survey. A unique Password for your institution can be found in the gray box in the upper right-hand of page 1 of your paper survey.



Page 1 of paper survey



Enlarged view of page 1 of paper survey

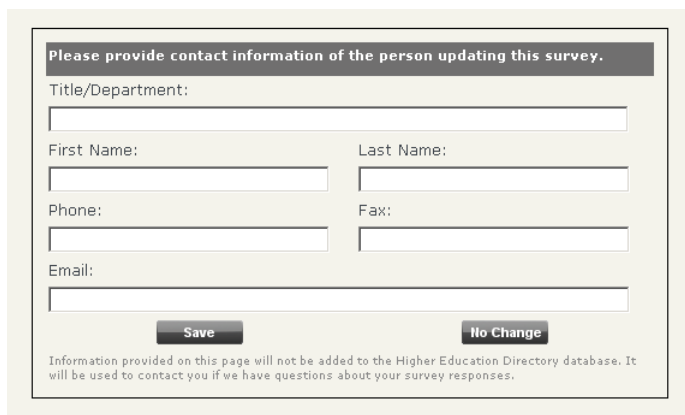
FICE Identification Number (User Name)

Password

Enter your institution's FICE Number as your **User Name** then enter your 8-character **Password** and click the "Log In" button. Please note that your Password should be entered in all UPPER CASE.

Enter Your Contact Information

Once you have entered your **User Name** (FICE Identification Number) and your 8-character **Password**, the following screen will appear:



The screenshot shows a web form titled "Please provide contact information of the person updating this survey." The form contains the following fields: "Title/Department:", "First Name:", "Last Name:", "Phone:", "Fax:", and "Email:". Below the fields are two buttons: "Save" and "No Change". At the bottom of the form, there is a disclaimer: "Information provided on this page will not be added to the Higher Education Directory database. It will be used to contact you if we have questions about your survey responses."

Enter the following information:

Title and/or Department
First Name (*required*)
Last Name (*required*)
Phone (*required*)
Fax
Email (*required*)

then click the "Save" button. Your institution's Main Profile page will display.

Please note: Information provided on the Contact Information page will not be added to the *Higher Education Directory*[®] database. It will be used to contact you if we have questions about your survey responses.

You will not be able to proceed to the Main Profile page without first completing all of the required fields on the Contact Information page.

Once you have entered your contact information, you can log back on as often as you wish.

If you are ready to start updating your information, go to the *Updating Main Profile* section on **page 6** now.

Change Your Contact Information

Once you have entered your Contact Information you can change it at any time by logging back into the eHES System and entering your User Name and Password. The Contact Information Page will display:



Please provide contact information of the person updating this survey.

Title/Department:
Director, Systems Development

First Name: Mark Last Name: Schreiber

Phone: 7035322300 Fax: 7035322305

Email: marks@hepinc.com

Save No Change

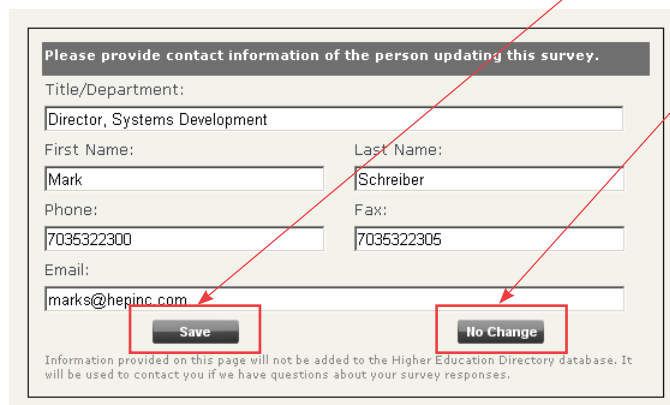
Information provided on this page will not be added to the Higher Education Directory database. It will be used to contact you if we have questions about your survey responses.

Highlight the text you wish to change using your mouse or the Tab key, then type the new information into the highlighted field. When you are finished making changes, click the "Save" button. The system will save your changes and take you to the Main Profile page.

Logging Back On to eHES

Once you have entered your Contact Information you can log back on to the eHES System anytime:

go to <http://www.hepinc.com>
click on the **Update Now** link
enter your User Name and Password
when the Contact Information page appears click "Save" or "No Change"



Please provide contact information of the person updating this survey.

Title/Department:
Director, Systems Development

First Name: Mark Last Name: Schreiber

Phone: 7035322300 Fax: 7035322305

Email: marks@hepinc.com

Save No Change

Information provided on this page will not be added to the Higher Education Directory database. It will be used to contact you if we have questions about your survey responses.

Main Profile Page

After you have entered your Contact Information and clicked the "Save" button, the Main Profile page will appear:

Higher Education Publications, Inc.

MAIN PROFILE ADMIN POSITIONS ACCREDITATIONS CHANGE PASSWORD CONTACT HEP LOGOUT

Institution
Name: eHES Institute of Technology
Year Established: 1982 FICE: 777999

Address
Street: 1801 Robert Fulton Drive, Suite 340
City: Reston State: Virginia
Zip Code: 20191-4387 County: Fairfax
Main Phone: 888-349-7715 Main Fax: 571-313-0526
Web Address: http://www.hepinc.com

Tuition & Enrollment
Annual Tuition & Fees 2009-2010: 2010-2011: 2300
Fall Enrollment 2008-2009: 2009-2010: 455

Programs
Program Emphasis: Technical
 Occupational 2-Year Associates Liberal Arts Teachers Prep Professional

Attributes
Affiliation or Control: Independent Non-Profit
IRS Status: 501c3
Calendar System: Quarter
Congressional district: 16
Highest Offering: Doctorate
Student Body Gender: Coed
Carnegie Classification: -- select --

Print Update Commit

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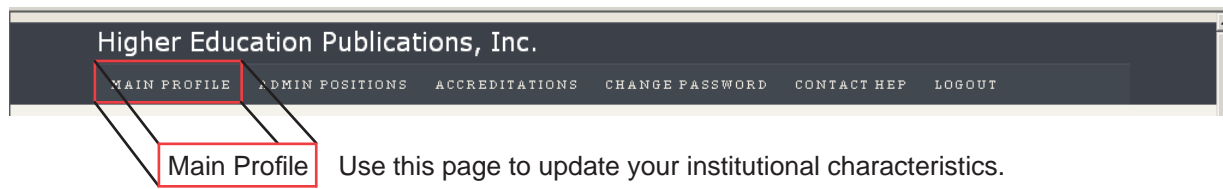
This page serves two functions. First, like all eHES pages, you can use the Navigation Bar at the top to move around in the eHES site. Second, you will use it to update your institutional characteristics. For more information on updating, see the *Updating Main Profile* section on page 6.

Navigation

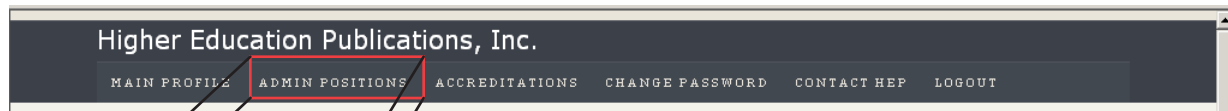
Each eHES page contains a Navigation Bar at the top:



This bar allows you to easily move between pages of the eHES system. Your options are:



Navigation *(continued)*



Admin Positions

Use this page to update your administrator listings.



Accreditations

Use this page to view your institution's accreditations.



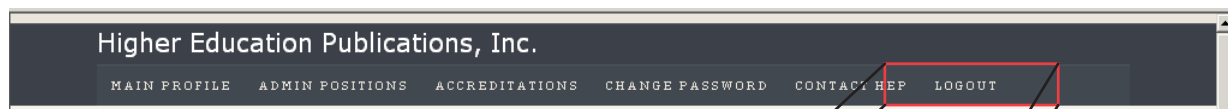
Change Password

Use this page to change your institution's log on password.



Contact HEP

Use this link to send us an email with a question or comments.



Use this button to log out of your institution's profile.

Logout

Updating Main Profile

Please use the Main Profile page to update your institution's name, address, main telephone number, web address, enrollment, tuition, etc. The Main Profile page is also used to perform two administrative tasks, printing a survey proof and submitting your completed update to us. See page 15 for more details.

You can update any item on this page that is printed in black. Items listed in gray are for informational purposes only and cannot be updated. If you have a question about an informational item, please click the "Contact HEP" tab to email us, or call us at **888-349-7715**.

Drop-down menus are provided for the following fields:

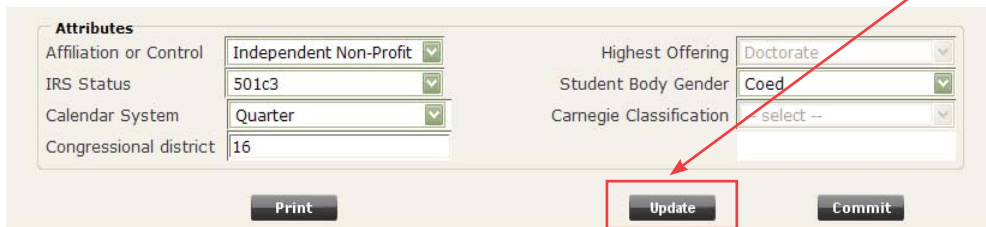
Affiliation or Control	State
IRS Status	Program Emphasis
Calendar System	Student Body Gender

Informational fields that cannot be updated are:

FICE Number	2009-2010 Annual Tuition & Fees
Carnegie Classification	2008-2009 Enrollment
Highest Offering	

Saving Changes to Main Profile

To save the changes you have made to the Main Profile you must click the "Update" button at the bottom of the page.



The screenshot shows a form titled "Attributes" with several fields and buttons. The fields are:

Affiliation or Control	Independent Non-Profit	Highest Offering	Doctorate
IRS Status	501c3	Student Body Gender	Coed
Calendar System	Quarter	Carnegie Classification	select --
Congressional district	16		

At the bottom of the form are three buttons: "Print", "Update", and "Commit". The "Update" button is highlighted with a red box, and a red arrow points to it from the top right corner of the page.

If you navigate to any of the other **eHES** pages (Admin Positions, Accreditations, etc.) prior to clicking "Update," you will be prompted to either save or ignore the changes.

Caution: Do not click the "Commit" button until you are ready to send all of your changes to HEP. Clicking "Commit" will lock you out of making further changes to your main profile and administrators. If you have changes after committing your profile, please contact us via email by clicking the "Contact HEP" tab, or telephone us at **888-349-7715**.

Caution: If you have made updates to the Main Profile page and click on "Logout" prior to clicking "Update" the changes that you have made to the Main Profile will be discarded.

Detailed Instructions for Updating Main Profile

Institution Section

1. Institution Name - Please provide us with the official name of your institution.
2. Year Established - Please enter the year your institution was established.
3. FICE - This is an informational field that is not available for update. Updated by HEP staff.

Address Section

4. Mailing Address - Please include street address, city, state, and zip + four number. Use the drop down list to select your institution's state.
5. County - Please provide the name of the county in which your institution operates (if applicable).
6. Main Phone - Please provide the main telephone number for your institution.
7. Main Fax - Please provide your main or central fax number. We have only one field in the data file for this number.
8. Web Address - Please list your institution's main website. Please list only one web address.

Tuition & Enrollment Section

9. Annual Tuition and Fees for 2010-2011 academic year - Please enter undergraduate tuition and required fees, do not include room and board. If you are a state institution, please enter in-state undergraduate tuition and fees, do not include room and board. If you are a graduate only institution, enter graduate tuition and fees, do not include room and board. *Please note: You will not be able to commit your institution's updates if this year's Annual Tuition & Fees and/or Fall Enrollment fields are blank.*

Detailed Instructions for Updating Main Profile *(continued)*

10. Fall Enrollment 2009-2010 - Please include full-time, part-time, undergraduate and graduate students in degree-granting programs as reported on the Department of Education, IPEDS 2009 Fall Enrollment Survey. *Please note: You will not be able to commit your institution's updates if this year's Annual Tuition & Fees and/or Fall Enrollment fields are blank.*

Programs Section

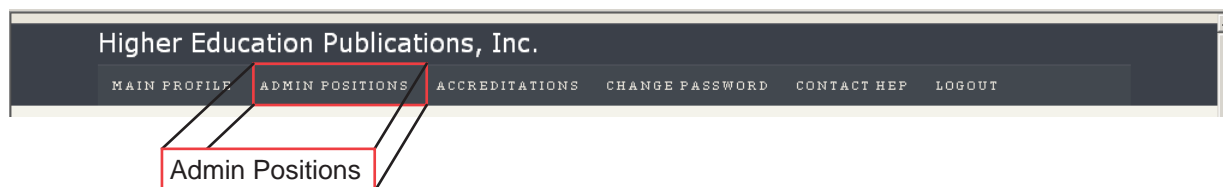
11. Program - Please use the check boxes to enter the types of programs offered: Occupational; Two-year Principally Bachelor's Creditable; Liberal Arts and General; Teacher Preparatory; Professional. Use the drop-down menu to select emphasis in: Business; Fine Arts; Music; Nursing; Religious; Technical, if applicable.

Attributes Section

12. Affiliation or Control - Please use the drop-down box to select the appropriate affiliation or control for your institution. Public institutions are those under federal, state, local or state-local control. Private institutions are reported as independent non-profit, proprietary or affiliated with a religious group.
13. IRS Status - Please use the drop-down box to select the appropriate IRS status for your institution.
14. Calendar System - Please use the drop-down box to select the appropriate calendar system for your institution.
15. Congressional District - Use the district for the address of your institution.
16. Highest Offering - This is an informational field that is not available for update. Updated by HEP staff.
17. Student Body Gender - Please use the drop-down box to select the appropriate gender for your institution's student body.
18. Carnegie Classification - This is an informational field that is not available for update. Data supplied by The Carnegie Foundation for the Advancement of Teaching.

Updating Administrative Positions

Use the Admin Positions page to update your institution's administrator listings. To access the Admin Postions page click the "Admin Positions" button on the Navigation Bar at the top of any eHES page.



The Admin Positions page will appear:

Rank	MPC	Title	Vacant	Prefix	FirstName	M.I.	LastName	Suffix	Phone	Ext.	Fax	Email	Revise
Edit	010	01		Mr	Frederick	F	Hafner	Sr.	571-313-0478		571-313-0526	ffh@hepinc.com	7/13/20
Edit	020	03		Mr	Fred	F	Hafner	Jr.	571-313-0478		571-313-0526	fred@hepinc.com	7/13/20
Edit	030	05		Mr	Bob		Smith		571-313-0478		571-313-0526	bobs@hepinc.com	7/13/20
Edit	040	10	<input checked="" type="checkbox"/>										3/30/20
Edit	050	12		Mr	W.J.		Rodenhouse		517-555-1212			wjr@hepinc.com	4/13/20
Edit	060	84		Prof	John	B	Doe	III	571-313-0478	456	703-555-1212	jdoe@hepinc.com	7/13/20
Edit	070	29		Mr.	Bill	T	Smithe	Sr.	571-313-0478	56	571-313-0526	bsmith@hepinc.com	7/13/20

[Add new admin position row](#)

This page contains a complete list of the administrators that appear with your institution's listing in the *2010 Higher Education Directory*® along with interim updates that were made by HEP editorial staff to your record during the year. Depending on the width of your monitor, you may need to use the scroll bars on the right and bottom of the page to see all of the listings.

Edit an existing Administrative Position

To edit an existing administrator click the "Edit" button to the immediate left of the administrator's listing. For example, to edit the listing for the President in the list below, click [here](#).

Rank	MPC	Title	Vacant	Prefix	FirstName	M.I.	LastName	Suffix	Phone	Ext.	Fax	Email	Revise
Edit	010	01	<input type="checkbox"/>	Mr	Frederick	F	Hafner	Sr.	571-313-0478		571-313-0526	ffh@hepinc.com	7/13/20
Edit	020	03	<input type="checkbox"/>	Mr	Fred	F	Hafner	Jr.	571-313-0478		571-313-0526	fred@hepinc.com	7/13/20
Edit	030	05	<input type="checkbox"/>	Mr	Bob		Smith		571-313-0478		571-313-0526	bobs@hepinc.com	7/13/20
Edit	040	10	<input checked="" type="checkbox"/>										3/30/20
Edit	050	12	<input type="checkbox"/>	Mr	W.J.		Rodenhouse		517-555-1212			wjr@hepinc.com	4/13/20
Edit	060	84	<input type="checkbox"/>	Prof	John	B	Doe	III	571-313-0478	456	703-555-1212	jdoe@hepinc.com	7/13/20
Edit	070	29	<input type="checkbox"/>	Mr.	Bill	T	Smithe	Sr.	571-313-0478	56	571-313-0526	bsmthe@hepinc.com	7/13/20

That administrator's information will appear highlighted in light blue with space to make your edits.

Rank	MPC	Title	Vacant	Prefix	FirstName	M.I.	LastName	Suffix	Phone	Ext.	Fax	Email
Update	010	01	<input type="checkbox"/>	Mr	Frederick	F	Hafner	Sr.	571-313-0478		571-313-0526	ffh@hepinc.com
Edit	020	03	<input type="checkbox"/>	Mr	Fred	F	Hafner	Jr.	571-313-0478		571-313-0526	fred@hepinc.com
Edit	030	05	<input type="checkbox"/>	Mr	Bob		Smith		571-313-0478		571-313-0526	bobs@hepinc.com
Edit	040	10	<input checked="" type="checkbox"/>									
Edit	050	12	<input type="checkbox"/>	Mr	W.J.		Rodenhouse		517-555-1212			wjr@hepinc.com
Edit	060	84	<input type="checkbox"/>	Prof	John	B	Doe	III	571-313-0478	456	703-555-1212	jdoe@hepinc.com
Edit	070	29	<input type="checkbox"/>	Mr.	Bill	T	Smithe	Sr.	571-313-0478	56	571-313-0526	bsmthe@hepinc.com

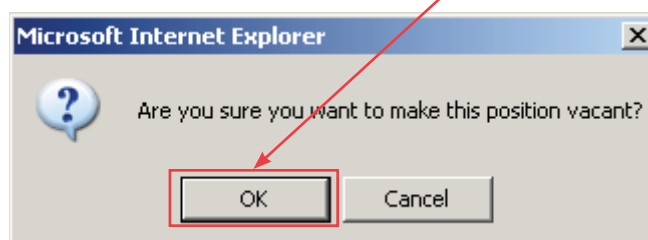
Make the necessary edits. When you have completed the entry, click "Update." If you do not wish to save your edits click "Cancel."

Vacate an existing Administrative Position


To set an existing Administrative position to vacant click the "Vacant" box to the right of the administrator's title. For example, to vacate the listing for the Director of Business Affairs in the list below, click [here](#).

Rank	MPC	Title	Vacant	Prefix	FirstName	M.I.	LastName	Suffix	Phone	Ext.	Fax	Email
Edit	010	01	<input type="checkbox"/>	Mr	Frederick	F	Hafner	Sr.	571-313-0478		571-313-0526	ffh@hepinc.com
Edit	020	03	<input type="checkbox"/>	Mr	Fred	F	Hafner	Jr.	571-313-0478		571-313-0526	fred@hepinc.com
Edit	030	05	<input type="checkbox"/>	Mr	Bob		Smith		571-313-0478		571-313-0526	bobs@hepinc.com
Update	040	10	<input checked="" type="checkbox"/>									
Edit	050	12	<input type="checkbox"/>	Mr	W.J.		Rodenhouse		517-555-1212			wjr@hepinc.com

A caution will appear because vacating an administrative position will remove all name, telephone and email information from that record. If you want to continue, click "OK." If you want to cancel the operation click "Cancel."

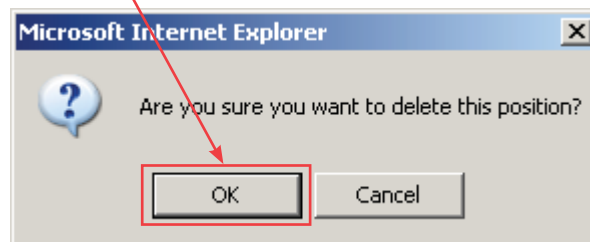


Delete an existing Administrative Position

To delete an existing administrative position click the "Delete"  icon to the far right of the administrator's listing. For example, to delete the third administrator in the list below, click here.

	Vacant	Prefix	FirstName	M.I.	LastName	Suffix	Phone	Ext.	Fax	Email	Revised	Added	Delete
nt	<input type="checkbox"/>	Mr.	Frederick	F	Hafner	Sr.	571-313-0478		571-313-0526	ffh@hepinc.com	7/13/2009	3/30/2009	
President for Academic Affairs	<input type="checkbox"/>	Mr.	Fred	F	Hafner	Jr.	571-313-0478		571-313-0526	fred@hepinc.com	7/13/2009	3/30/2009	
Graduate School	<input type="checkbox"/>	Mr.	Bob		Smith		571-313-0478		571-313-0526	bobs@hepinc.com	7/13/2009	3/30/2009	
Business Affairs	<input checked="" type="checkbox"/>										3/30/2009	3/30/2009	
Rochester Branch Campus	<input type="checkbox"/>	Mr.	W.J.		Rodenhouse		517-555-1212			wjr@hepinc.com	4/13/2009	3/30/2009	
Enrollment Management	<input type="checkbox"/>	Prof.	John	B	Doe	III	571-313-0478	456	703-555-1212	jdoe@hepinc.com	7/13/2009	3/30/2009	
Alumni	<input type="checkbox"/>	Mr.	Bill	T	Smith	Sr.	571-313-0478	56	571-313-0526	bsmith@hepinc.com	7/13/2009	4/16/2009	

A caution will appear because deleting an administrative position will remove all information from that record. If you want to continue, click "OK." If you want to cancel the operation click "Cancel."



Add a new Administrative Position

To add a new administrative position scroll to the bottom of the Admin Positions page and click "Add new admin position row."

Higher Education Publications, Inc.														
eHES Institute of Technology Administrative Positions														
	Rank	MPC	Title	Vacant	Prefix	FirstName	M.I.	LastName	Suffix	Phone	Ext.	Fax	Email	Revised
Edit	010	01	President	<input type="checkbox"/>	Mr.	Frederick	F	Hafner	Sr.	571-313-0478		571-313-0526	ffh@hepinc.com	7/13/2009
Edit	020	03	Vice President	<input type="checkbox"/>	Mr.	Fred	F	Hafner	Jr.	571-313-0478		571-313-0526	fred@hepinc.com	7/13/2009
Edit	030	05	Senior Vice President for Academic Affairs and the Graduate School	<input type="checkbox"/>	Mr.	Bob		Smith		571-313-0478		571-313-0526	bobs@hepinc.com	7/13/2009
Edit	040	10	Director of Business Affairs	<input checked="" type="checkbox"/>										3/30/2009
Edit	050	12	Director of Rochester Branch Campus	<input type="checkbox"/>	Mr.	W.J.		Rodenhouse		517-555-1212			wjr@hepinc.com	4/13/2009
Edit	060	84	Director of Enrollment Management	<input type="checkbox"/>	Prof.	John	B	Doe	III	571-313-0478	456	703-555-1212	jdoe@hepinc.com	7/13/2009
Edit	070	29	Director of Alumni	<input type="checkbox"/>	Mr.	Bill	T	Smith	Sr.	571-313-0478	56	571-313-0526	bsmith@hepinc.com	7/13/2009

[Add new admin position row](#)

Add a new Administrative Position (continued on next page)

Add a new Administrative Position *(continued)*

A blank administrator record will appear.

Higher Education Publications, Inc.

MAIN PROFILE ADMIN POSITIONS ACCREDITATIONS CHANGE PASSWORD CONTACT HEP LOGOUT

eHES Institute of Technology Administrative Positions

	Rank	MPC	Title	Vacant	Prefix	FirstName	M.I.	LastName	Suffix	Phone	Ext.	Fax	Email
Edit	010	01	President	<input type="checkbox"/>	Mr	Frederick	F	Hafner	Sr.	571-313-0478		571-313-0526	ffh@hepinc.com
Edit	020	03	Vice President	<input type="checkbox"/>	Mr	Fred	F	Hafner	Jr.	571-313-0478		571-313-0526	fred@hepinc.com
Edit	030	05	Senior Vice President for Academic Affairs and the Graduate School	<input type="checkbox"/>	Mr	Bob		Smith		571-313-0478		571-313-0526	bobs@hepinc.com
Edit	040	10	Director of Business Affairs	<input checked="" type="checkbox"/>									
Edit	050	12	Director of Rochester Branch Campus	<input type="checkbox"/>	Mr	W.J.		Rodenhouse		517-555-1212			wjr@hepinc.com
Edit	060	84	Director of Enrollment Management	<input type="checkbox"/>	Prof	John	B	Doe	III	571-313-0478	456	703-555-1212	jdoe@hepinc.com
Edit	070	29	Director of Alumni	<input type="checkbox"/>	Mr	Bill	T	Smithe	Sr.	571-313-0478	56	571-313-0526	bsmithe@hepinc.co
Update				<input type="checkbox"/>									
Cancel													

Add new admin position row

Make the necessary edits and when you have completed click "Update." If you do not wish to save your edits click "Cancel."

Administrative Field Length Restrictions

Fields in the administrator records have the following character length restrictions:

Title.....	35
Rank.....	3
MPC.....	3
Prefix.....	6
First.....	20
M.I.....	1
Last.....	25
Suffix.....	10
Phone.....	10
Ext.....	10
Fax.....	10
Email.....	60

Please use abbreviations as necessary.

Detailed Instructions for Updating Administrator Records

1. Title - The person's official administrative title. Only 35 characters are available for this field so please abbreviate when necessary. There is a character counter to the immediate right of the listing to assist you with the abbreviations.



The screenshot shows a form titled "Edit Administrative Position". Below the title, there is a field labeled "Title (35 max):" containing the text "Director, Systems Development". To the right of this field is a small box containing the text "29/35", indicating the current character count and the maximum allowed. A red arrow points from the text in the first list item to this character counter.

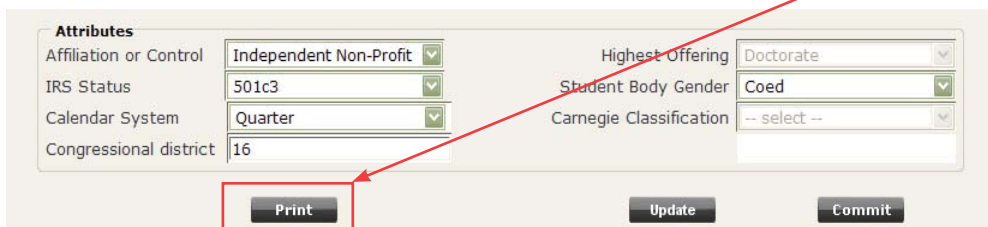
2. Rank - Rank is the sort order in which the administrators appear in the *Higher Education Directory*[®]. If the appropriate rank sequence of a new or changing position falls between two existing positions, for example, between 030 and 040, then add 001 to 030 to determine the new rank number of 031. If two or more positions go between the same numbers, the two new sequence numbers would be 031 and 032. If a position is to be moved to the end of the list, use the highest value existing Rank +10.
3. MPC (or Job Classification Codes) - A Manpower Code (MPC) is a numeric designation of a job classification within an institution. The numbers are not meant to indicate any sort of hierarchy. See page 14 for a complete list of MPCs and descriptions. If a code for a key administrator is not listed on page 14, use an 88 for each entry that does not have a code.
Note: If possible, please list one person for each manpower code. If a person performs more than one function, then list him or her only once in the most important function. Also, please do not report department chairpersons. For reference, see listings on the following page.
4. Prefix - Administrator's preferred personal title. Since only 6 characters are available for this field, no punctuation is necessary at the end of the prefix. Please include gender-specific titles (Mr., Ms., and Mrs.) when applicable.
5. First - Administrator's preferred first name. If a person prefers to use their middle name as their given name, please include first initial and full middle name in this field (e.g. B. William, T. Susan, etc.)
6. M.I. - Administrator's middle initial.
7. Last - Administrator's last name.
8. Suffix - Administrator's generational, religious, or military suffix. Please exclude degree suffixes (e.g. Ph.D., J.D., M.D., etc.).
9. Phone - Administrator's most direct telephone number. If no number is given, the main institutional number will be used.
10. Ext - Administrator's telephone extension number.
11. Fax - Administrator's personal fax number.
12. Email - Administrator's email address.

Detailed MPC (Manpower Code) List

- (01) **Chief Executive Officer (President/Chancellor).** Directs all affairs and operations of a higher education institution.
- (02) **Chief Executive Officer Within a System (President/Chancellor).** Directs all affairs and operations of a campus or an institution which is part of a university-wide system.
- (03) **Executive Vice President.** Responsible for all or most functions and operations of an institution under the direction of the Chief Executive Officer.
- (04) **Administrative Assistant to the President.** Senior administrative assistant to the Chief Executive Officer.
- (05) **Chief Academic Officer.** Directs the academic program of the institution. Typically includes academic planning, teaching, research, extensions and coordination of interdepartmental affairs.
- (06) **Registrar.** Responsible for student registration, scheduling of classes, examinations and classroom facilities, student records and related matters.
- (07) **Director of Admissions.** Responsible for the recruitment, selection and admission of students.
- (08) **Head Librarian.** Directs the activities of all institutional libraries.
- (09) **Director of Institutional Research.** Conducts research and studies on the institution including design of studies, data collection, analysis and reporting.
- (10) **Chief Financial/Business Officer.** Directs business and financial affairs including accounting, purchasing, investments, auxiliary enterprises and related business matters.
- (11) **Chief of Operations/Administration.** Responsible for administrative functions that are generally non-academic and non-financial.
- (12) **Director of Branch Campus.** Official who is in charge of a branch campus.
- (13) **Director, Computing and Information Management.** Coordinates computing systems and the flow of information to and from computing operations.
- (14) **Director, Computer Center.** Directs the institution's major data processing facilities and services.
- (15) **Director, Personnel Services.** Administers the institution's personnel policies and programs for staff or faculty and staff.
- (16) **Chief, Personnel.** Responsible for establishing and directing personnel policies including government related requirements.
- (17) **Chief, Health Care Professions.** Senior administrator of academic health care programs, hospitals, clinic or affiliated healthcare programs.
- (18) **Chief, Facilities/Physical Plant.** Responsible for the construction, rehabilitation and maintenance of buildings and grounds.
- (19) **Director, Security/Safety.** Manages campus police. Responsible for security programs, training, traffic and parking regulations.
- (20) **Associate Academic Officer.** Responsible for many of the functions and operations under the direction of the Chief Academic Officer.
- (21) **Associate Business Officer.** Assists and reports to the Chief Business Officer.
- (22) **Director, Affirmative Action/Equal Opportunity.** Responsible for the institution's program relating to affirmative action and equal opportunity.
- (23) **Director, Health Services.** Directs the operation of clinics, medical staff and other programs which provide institutional health services.
- (24) **Director, Educational Media.** Responsible for audio-visual services and multi-media learning devices.
- (25) **Contract Administrator.** Conducts administrative activities in connection with contracts and grants.
- (26) **Chief Public Relations Officer.** Directs public relations program. May include alumni relations, publication and development.
- (27) **Chief Information Officer.** Provides information about the institution to students, faculty, staff and the public.
- (28) **Director of Diversity.** Responsible for the institution's programs relating to diversity.
- (29) **Director, Alumni Relations.** Coordinates alumni activities between the institution and the alumni.
- (30) **Chief, Development.** Organizes and directs programs connected with the fund raising activities of the institution.
- (31) **Chief Community Relations Officer.** Directs the educational (usually non-credit), cultural and recreational services to the community.
- (32) **Chief Student Life Officer.** Responsible for the direction of student life programs including counseling and testing, housing, placement, student union, relationships with student organizations and related functions.
- (33) **Dean of Men.** Directs student life activities solely concerned with male students.
- (34) **Dean of Women.** Directs student life activities solely concerned with female students.
- (35) **Director, Student Affairs.** Assists Chief Student Life Officer in the non-academic student life activities.
- (36) **Director, Student Placement.** Directs the operation of the student placement office to provide career counseling and job placement services to undergraduates, graduates and alumni.
- (37) **Director, Student Financial Aid.** Directs the administration of all forms of student aid.
- (38) **Director, Student Counseling.** Directs non-academic counseling and testing for students including referral to outside agencies.
- (39) **Director, Student Housing.** Manages student housing operations.
- (40) **Director, Bookstore.** Responsible for the operation of the bookstore including purchasing, advertising, sales, employment, inventory and related functions.
- (41) **Athletic Director.** Manages intramural and intercollegiate programs including employment, scheduling, promotion, maintenance and related functions.
- (42) **Chaplain, Director Campus Ministry.** Plans, directs the pastoral ministry and religious activities.
- (43) **Director, Legal Services (General Counsel).** Salaried staff person responsible for advising on legal rights, obligations and related matters.
- (44) **Director, Annual or Planned Giving.** Operates the annual giving from all supporters of the institutions.
- (45) **Chief Planning Officer.** Directs the long-range planning and the allocation of the institution's resources.
- (46) **Chief, Research and Development (not fundraising).** Initiates and directs research in using the facilities and personnel in new areas of academic and scientific exploration.
- Dean or Director.** Serves as the principal administrator for the institutional program indicated:
- (47) Agriculture
 - (48) Architecture
 - (49) Art and Sciences
 - (50) Business
 - (51) Continuing Education
 - (52) Dentistry
 - (53) Education
 - (54) Engineering
 - (55) Evening Division
 - (56) Extension
 - (57) Fine Arts
 - (58) Graduate Programs
 - (59) Home Economics
 - (60) Journalism/Communications
 - (61) Law
 - (62) Library Services
 - (63) Medicine
 - (64) Music
 - (65) Natural Resources
 - (66) Nursing
 - (67) Pharmacy
 - (68) Physical Education
 - (69) Public Health
 - (70) Social Work
 - (71) Special Session
 - (72) Technology
 - (73) Theology
 - (74) Veterinary Medicine
 - (75) Vocational/Occupational Education
 - (76) Allied Health Sciences
 - (77) Computer Science
 - (78) Cooperative Education
 - (79) Humanities
 - (80) Government/Public Affairs
 - (81) Mathematics/Sciences
 - (82) Political Science/International Affairs
 - (83) Social and Behavioral Sciences
 - (87) Summer School/Session
 - (89) Freshmen Studies
 - (92) Honors Program
 - (93) Minority Students
 - (94) Women's Studies
 - (97) General Studies
 - (106) Online Education/E-learning
- (84) **Director, Enrollment Management.** Plans, develops, and implements strategies to sustain enrollment. Supervises administration of all admissions and financial aid operations.
- (85) **Director, Foreign Students.** Directs student life activities solely concerned with foreign students.
- (86) **Director, Government Relations.** Coordinates institution's relations with local, state, and federal government.
- (90) **Director, Academic Computing.** Responsible for operation and coordination of the institution's various academic computer facilities and labs.
- (91) **Director, Administrative Computing.** Responsible for operation of the institution's administrative computing facility.
- (96) **Director of Purchasing.** Coordinates purchasing of goods and services.
- (100) **Chief of Staff.** Senior non-secretarial staff assistant to the President/Chancellor. Manages administration and operations of The Office of the President.
- (101) **Secretary of the Institution/Board of Governors.** Responsible for liaison between the Board and the institution. Maintains governance and official Board records.
- (102) **Director, Foundation/Corporate Relations.** Directs institution's efforts in the area of soliciting grants and gifts from foundations and corporations.
- (103) **Director, Workforce Development.** Directs the institution's efforts in course development and instruction for students and the community in skills necessary to gain employment.
- (104) **Director, Study Abroad.** Coordinates and advises students and faculty on academic studies conducted internationally.
- (105) **Director, Web Services.** Directs the development, operations and content of the institution's web sites
- (88) **Use this code for those titles that do not fit the above positions.**

Print a Proof of Your Updates

You can create a copy of your updates suitable for printing by clicking the "Print" button at the bottom of the Main Profile page.



The screenshot shows a form titled "Attributes" with the following fields and values:

Field	Value
Affiliation or Control	Independent Non-Profit
IRS Status	501c3
Calendar System	Quarter
Congressional district	16
Highest Offering	Doctorate
Student Body Gender	Coed
Carnegie Classification	-- select --

At the bottom of the form, there are three buttons: "Print", "Update", and "Commit". The "Print" button is highlighted with a red box, and a red arrow points to it from the text above.

Clicking "Print" will create an Adobe Acrobat® file in 11" x 17" (tabloid) format similar to the paper survey that may have been sent to you. To print the proof on 8.5" x 11" paper, use Acrobat's® Paper Handling functions to set page scaling to "Fit to Printable Area" and click the "Auto-Rotate and Center" check box.

Submit Your Updates to HEP

When you are satisfied with the corrections you have made to your listing, click the "Commit" button at the bottom of the Main Profile page.



The screenshot shows the same "Attributes" form as above. At the bottom, the "Commit" button is highlighted with a red box, and a red arrow points to it from the text above.

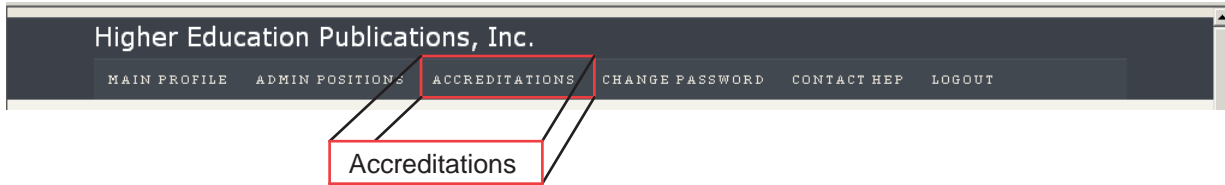
Please Note: You will not be able to commit your institution's updates if this year's Annual Tuition & Fees and/or Fall Enrollment fields are blank.

Caution: Clicking the "Commit" button will send your changes to HEP, but it will also lock you out of making further changes to your main profile and administrators. If you have changes after committing your profile, please contact us via email by clicking the "Contact HEP" tab, or telephone us at 888-349-7715.

Deadline: Please complete and "Commit" your survey by **June 25, 2010**.

View Institutional Accreditations

Use the Accreditations page to view your institution's accreditation listings in the *Higher Education Directory*[®]. To access the Accreditations page click the "Accreditations" button on the Navigation Bar at the top of any eHES page.



The Accreditations page is for informational purposes only.

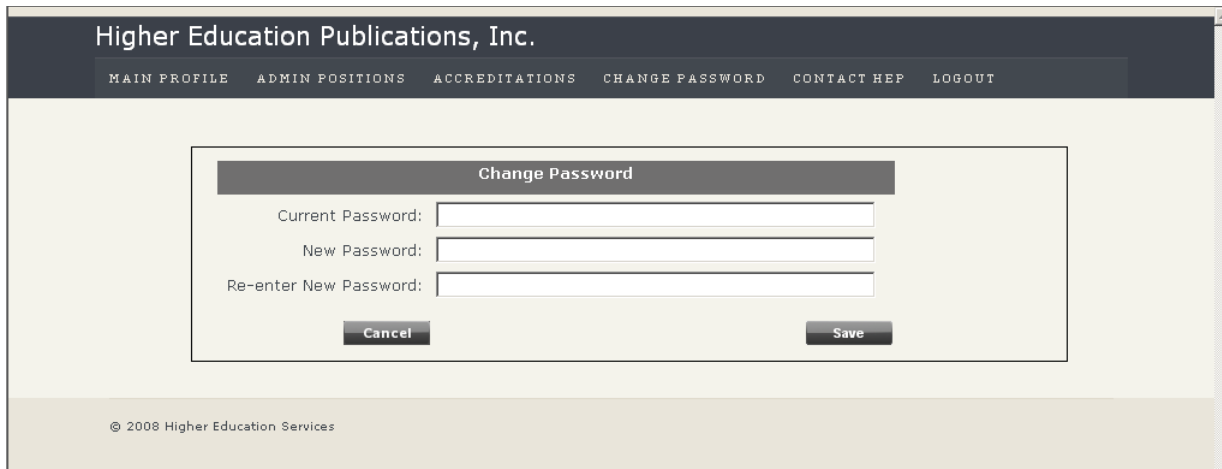
The accreditation information in the *Higher Education Directory*[®] is gathered directly from regional, professional and specialized accrediting agencies approved by the Department of Education or by the Council for Higher Education Accreditation (CHEA).

Change Your Password

Use the Change Password page to change the password you use to access eHES. To access the Change Password page click the "Change Password" button on the Navigation Bar at the top of any eHES page.



The Change Password page will display:

A screenshot of the 'Change Password' page. The page has a dark blue header with the text 'Higher Education Publications, Inc.' and a navigation bar with links: MAIN PROFILE, ADMIN POSITIONS, ACCREDITATIONS, CHANGE PASSWORD, CONTACT HEP, and LOGOUT. The main content area is light beige and contains a form titled 'Change Password'. The form has three input fields: 'Current Password:', 'New Password:', and 'Re-enter New Password:'. Below the fields are two buttons: 'Cancel' and 'Save'. At the bottom of the page, there is a copyright notice: '© 2008 Higher Education Services'.

To change your password, type your current password in the "Current Password" field, type the new password in the "New Password" field, and type it again (exactly as it was originally entered) in the "Re-enter New Password" field. Press the "Save" button. If you entered your current password correctly and re-entered your new password correctly you will see a message telling you that your new password was successfully saved. If you get an error message you can try again. Remember, all eHES passwords are case sensitive.

Contact HEP

If you have questions about the system or any part of your listing you can contact us anytime (without having to log out of eHES) by clicking on the "Contact HEP" button on the Navigation Bar at the top of any eHES page.



Clicking on the "Contact HEP" button will start your email software and address an email to:

info@hepinc.com

Additional contact information is listed below:

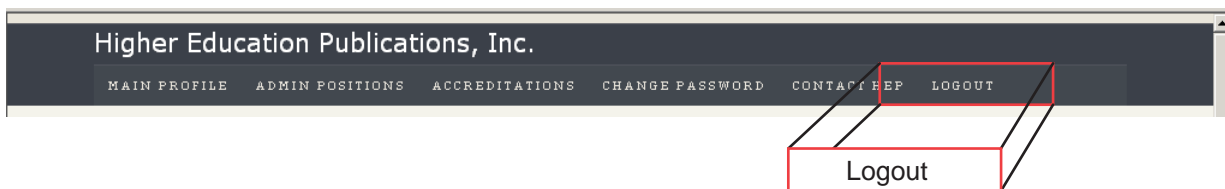
Street Address: Higher Education Publications, Inc.
1801 Robert Fulton Drive
Suite 340
Reston, VA 20191-4387

Please take note
of our new address,
telephone, and fax numbers

Toll-free: 888-349-7715
Local: 571-313-0478
Fax: 571-313-0526

Log Off of eHES

You can log off of the eHES system by clicking the "Logout" button on the Navigation Bar at the top of any eHES page.



Caution: If you have made updates to the Main Profile page and click on "Logout" prior to clicking "Update" the changes that you have made to the Main Profile will be discarded. Please see Saving Changes to Main Profile on page 7.

Please make sure you "Commit" the completed survey by June 25, 2010

We are very interested in your feedback on this new system.
Please feel free to contact Mark Schreiber directly by telephone at 571-313-0478, ext. 12
or by email at marks@hepinc.com with comments and suggestions.