

Middle States Commission on Higher Education Institutional Profile 2015-16

[0131] Trinity Washington University
Printed on 1/20/2016

A. General Information

	Data on File (2014-15)	IP Data (2015-16)
Institution Name	Trinity Washington University	Trinity Washington University
IPEDS ID	131876	131876
OPE ID	00146000	00146000
Address	125 Michigan Avenue N. E. Washington, DC 20017	125 Michigan Avenue N. E. Washington, DC 20017
Telephone	202 884 9000	202 884 9000
Fax	202 884 9229	202 884 9229
Website	www.trinitydc.edu	www.trinitydc.edu
Consumer Info Website*	www.trinitydc.edu/search/?q=graduation+rate	www.trinitydc.edu/search/?q=graduation+rate
Control	Private (Non-Profit)	Private (Non-Profit)
Affiliation Type	Religious	Religious
Affiliated Organization:	Roman Catholic Church	Roman Catholic Church
Carnegie Classification	Master's - Larger Programs	Master's - Larger Programs
Calendar	Semester	Semester
Degree Granting Authority Type	State/State Office	State/State Office
Degree Granting Authority State or Country	District of Columbia	District of Columbia
Licensed to Operate in	DC	DC

Related Entities

Name, State, Country	none	none
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Approved Degree 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.

		Data on File (2014-15)		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	3	yes	3
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		yes	15	yes	15
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	1921	1921			
Last Reaffirmed	2011	2011			
Next Self-Study Visit	2015-16	2015-16			
Next Periodic Review Report (PRR)	June 2021	June 2021			
MSCHE Staff Liaison	Dr. Debra G. Klinman	Dr. Debra G. Klinman			

Notes

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B. Key Contacts

Key Contact	Data on File (2014-15)	IP Data (2015-16)
Chief Executive Officer	Ms. Patricia A. McGuire J.D. <i>President</i> 125 Michigan Avenue, N.E. Washington, DC 20017 Phone: 202 884 9050 Fax: 202 884 9056 Email: patmcguire@trinitydc.edu	Ms. Patricia A. McGuire J.D. <i>President</i> 125 Michigan Avenue, N.E. Washington, DC 20017 Phone: 202 884 9050 Fax: 202 884 9056 Email: patmcguire@trinitydc.edu
Chief Academic Officer	Dr. Virginia Broaddus <i>Vice President for Academic Affairs and Provost</i> 125 Michigan Avenue N. E. Washington, DC 20017 Phone: none Fax: none Email: broaddusv@trinitydc.edu	Dr. Carlota Ocampo <i>Provost and Vice President</i> 125 Michigan Avenue, N.E. Washington, DC 20017 Phone: 202 884 9209 Fax: 202 884 9229 Email: ocampoc@trinitydc.edu
Chief Financial Officer	Ms. Barbara Lettiere <i>Executive Vice President, Finance and Administration</i> 125 Michigan Avenue N. E. Washington, DC 20017 Phone: 202 884 9528 Fax: 202 884 9029 Email: lettierreb@trinitydc.edu	Ms. Barbara Lettiere <i>Executive Vice President, Finance and Administration</i> 125 Michigan Avenue N. E. Washington, DC 20017 Phone: 202 884 9528 Fax: 202 884 9029 Email: lettierreb@trinitydc.edu
Chief Information Technology Officer	Mr. Michael Burback <i>Chief Technology Officer</i> 125 Michigan Avenue N. E. Washington, DC 20017 Phone: 202 884 9812 Fax: none Email: burbackm@trinitydc.edu	Mr. Michael Burback <i>Chief Technology Officer</i> 125 Michigan Avenue N. E. Washington, DC 20017 Phone: 202 884 9812 Fax: none Email: burbackm@trinitydc.edu
Accreditation Liaison Officer	Ms. Patricia A. McGuire J.D. <i>President</i> 125 Michigan Avenue, N.E. Washington, DC 20017 Phone: 202 884 9050 Fax: 202 884 9056 Email: patmcguire@trinitydc.edu	Ms. Patricia A. McGuire J.D. <i>President</i> 125 Michigan Avenue, N.E. Washington, DC 20017 Phone: 202 884 9050 Fax: 202 884 9056 Email: patmcguire@trinitydc.edu
Coordinator of Distance Education	Dr. Virginia Broaddus <i>Vice President for Academic Affairs and Provost</i> 125 Michigan Avenue N. E. Washington, DC 20017	Dr. Carlota Ocampo <i>Provost and Vice President</i> 125 Michigan Avenue, N.E. Washington, DC 20017

	Phone: none Fax: none Email: broadusv@trinitydc.edu	Phone: 202 884 9209 Fax: 202 884 9229 Email: ocampoc@trinitydc.edu
Coordinator of Outcomes Assessment	Dr. Carlota Ocampo <i>Provost and Vice President</i> 125 Michigan Avenue, N.E. Washington, DC 20017 Phone: 202 884 9209 Fax: none Email: ocampoc@trinitydc.edu	Dr. Carlota Ocampo <i>Provost and Vice President</i> 125 Michigan Avenue, N.E. Washington, DC 20017 Phone: 202 884 9209 Fax: 202 884 9229 Email: ocampoc@trinitydc.edu
Coordinator of Institutional Research Functions	Ms. Cathy Geier <i>Vice President for Enrollment Services</i> 125 Michigan Avenue N. E. Washington, DC 20017 Phone: 202 884 9545 Fax: 202 884 9524 Email: geierc@trinitydc.edu	Ms. Cathy Geier <i>Vice President for Enrollment Services</i> 125 Michigan Avenue N. E. Washington, DC 20017 Phone: 202 884 9545 Fax: 202 884 9524 Email: geierc@trinitydc.edu
Chair: Self-Study Steering Committee	Dr. Karen L. Gerlach <i>Vice President for Student Affairs</i> 125 Michigan Avenue NE Main Hall 201 Washington, DC 20017 Phone: 202 884 9203 Fax: none Email: Gerlachk@trinitydc.edu	Dr. Karen L. Gerlach <i>Vice President for Student Affairs</i> 125 Michigan Avenue NE Main Hall 201 Washington, DC 20017 Phone: 202 884 9203 Fax: none Email: Gerlachk@trinitydc.edu
Co-Chair: Self-Study Steering Committee	Dr. Carlota Ocampo <i>Provost and Vice President</i> 125 Michigan Avenue, N.E. Washington, DC 20017 Phone: 202 884 9209 Fax: none Email: ocampoc@trinitydc.edu	Dr. Carlota Ocampo <i>Provost and Vice President</i> 125 Michigan Avenue, N.E. Washington, DC 20017 Phone: 202 884 9209 Fax: 202 884 9229 Email: ocampoc@trinitydc.edu
Person in the President's Office To Whom MSCHE Invoices Should be Sent	Ms. Patricia A. McGuire J.D. <i>President</i> 125 Michigan Avenue, N.E. Washington, DC 20017 Phone: 202 884 9050 Fax: 202 884 9056 Email: patmcguire@trinitydc.edu	Ms. Patricia A. McGuire J.D. <i>President</i> 125 Michigan Avenue, N.E. Washington, DC 20017 Phone: 202 884 9050 Fax: 202 884 9056 Email: patmcguire@trinitydc.edu
Person Who Should Receive a Copy of MSCHE Invoices (Optional)	Eric James <i>Controller</i> 125 Michigan Avenue N. E. Washington, DC 20017 Phone: 202 884 9518 Fax: none Email: jameser@trinitydc.edu	Mr. Eric James <i>Controller</i> 125 Michigan Avenue N. E. Washington, DC 20017 Phone: 202 884 9518 Fax: none Email: jameser@trinitydc.edu
Person Completing IP Financials	Ms. Tracy Berman <i>Assistant Vice President for Financial Affairs</i> 125 Michigan Avenue N. E. Washington. DC 20017	Mr. Eric James <i>Controller</i> 125 Michigan Avenue N. E. Washington, DC 20017

	Phone: none Fax: none Email: bermant@trinitydc.edu	Phone: 202 884 9518 Fax: none Email: jameser@trinitydc.edu
Person Completing IP (Key User)	Ms. Cathy Geier <i>Vice President for Enrollment Services</i> 125 Michigan Avenue N. E. Washington, DC 20017 Phone: 202 884 9545 Fax: 202 884 9524 Email: geierc@trinitydc.edu	Ms. Cathy Geier <i>Vice President for Enrollment Services</i> 125 Michigan Avenue N. E. Washington, DC 20017 Phone: 202 884 9545 Fax: 202 884 9524 Email: geierc@trinitydc.edu

☒ **Click here to indicate that you have reviewed and updated the entire list of Key Contacts above.**
 (Required to "Lock Down" the IP data)

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C. Graduation Data

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	9	16
Postsecondary Certificate (≥ 2 years, < 4 years)	0	0
Bachelor's	209	266
Postbaccalaureate Certificate	0	0
Master's	228	269
Post-Master's Certificate	0	0
Doctor's - Professional Practice	0	0
Doctor's - Research/Scholarship	0	0
Doctor's - Other	0	0
Screening Questions		
a. Does your institution have undergraduate programs?	yes	yes
b. Does your institution serve only transfer students?	no	no

2. Completers

This section requests completion data on two separate cohorts (150% and 200%) of full-time, first-time, degree/certificate-seeking undergraduate students enrolled in your institution during the specified fall term or academic year. Students must be enrolled full-time in courses that lead to a credit-bearing degree, diploma, certificate or other formal award. Count completers only once and indicate the highest degree level earned. Report the status of these students as of August 31 of the reporting year. Please see the instructions to identify students for inclusion in the specific cohorts.

Completers of Programs of ≤ 2 Years	Data on File (as of August 31, 2014)	IP Data (as of August 31, 2015)
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150% of expected time to completion		
Total number of students in the Fall 2012 cohort	0	0
Number completed within 150%	0	0
Total transfers out	0	0
Total number of Fall 2012 cohort still enrolled	0	0
200% of expected time to completion		
Total number of students in the Fall 2011 cohort	0	0
Number completed within 200%	0	0
Total transfers out	0	0
Total number of Fall 2011 cohort still enrolled	0	0
Completers of Programs of > 2 and <= 4 Years		
150% of expected time to completion		
Total number of students in the Fall 2009 cohort	221	197
Number completed within 150%	75	89
Total transfers out	22	22
Total number of Fall 2009 cohort still enrolled	11	8
200% of expected time to completion		
Total number of students in the Fall 2007 cohort	124	174
Number completed within 200%	58	60
Total transfers out	23	43
Total number of Fall 2007 cohort still enrolled	1	0

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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	4440	3141	4198	2723
Minimum credit load to be considered a full time student per semester	12	9	12	9
Full-Time Head Count	1199	102	1104	70
Part-Time Head Count	654	551	609	484

2. Credit Enrollment (fall 2015)

	Data on File (fall 2014)	IP Data (fall 2015)
Number of Students matriculated, enrolled in degree programs (Undergraduate + Graduate)	2454	2212
Number of Students not matriculated, enrolled in credit-bearing courses	52	55

3. Non-Credit Enrollment (Prior Year)

	Data on File (2013-14)	IP Data (July 1, 2014 - June 30, 2015)
Number of Students enrolled in non-credit, graduate level courses	1645	1749
Number of Students enrolled in non-credit, undergraduate level and other continuing education (excluding avocational) courses	0	0
Number of Students in non-credit avocational continuing education courses	0	0

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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

	Data on File (2013-14)	IP Data (July 1, 2014 - June 30, 2015)
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?	Yes	Yes
<p>Provide: (a) the unduplicated headcount of all students in the most recent prior year (July 1, 2014 - June 30, 2015) who took distance education courses for credit by your institution; and (b) the total number of registrations of all students. The registrations may be duplicated if a student enrolls in more than one course.</p> <p>Provide an explanation in the Notes context box if this reporting year's total is greater than the prior year and you have significant growth in distance learning enrollment.</p>		
	Data on File (2013-14)	IP Data (July 1, 2014 - June 30, 2015)
Headcount	119	87
Total Registrations	154	97
<p>Programs</p> <p>Programs. Report the number of degree or certificate programs offered during the previous year (July 1, 2014 - June 30, 2015) for which students could meet at least 50% of their requirements for any of the programs by taking distance education courses.</p>		
	Data on File (2013-14)	IP Data (July 1, 2014 - June 30, 2015)
Programs	0	0

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.

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

	14)	June 30, 2015)
Did your institution, in the most recent prior year (July 1, 2014 - June 30, 2015), offer Correspondence education courses?	No	No

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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.

Please separate each accreditor by a semi-colon (;). Please do not exceed 7500 characters and avoid the use of acronyms when at all possible.

Data on File (2014-15)	IP Data (2015-16)
Accreditors Recognized by U.S. Secretary of Education	Accreditors Recognized by U.S. Secretary of Education
<ul style="list-style-type: none">Commission on Collegiate Nursing EducationNational Council for Accreditation of Teacher Education	<ul style="list-style-type: none">Commission on Collegiate Nursing EducationNational Council for Accreditation of Teacher Education

2. Other Accreditors

Please list any other accrediting organizations that accredit your institution or its programs.

Please separate each accreditor by semi-colon (;).

Accreditation Council for Occupational Therapy Education
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G. Instructional Personnel

	Data on File (fall 2014)		IP Data (fall 2015)	
	Full-Time Headcount	Part-Time Headcount	Full-Time Headcount	Part-Time Headcount
Total Faculty	82	204	69	237

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H. Related Educational Activities

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 2015-16.

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H-2. Branch Campuses

Data on File (2014-15)	IP Data (2015-16)
No Branch Campuses.	No Branch Campuses.

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H-3. Additional Locations

	Data on File (2014-15)	IP Data (2015-16)
Name	THEARC	THEARC
IPEDS ID	none	none
OPE ID	none	none
Street Address, City, State, Postal	1901 Mississippi Ave., S.E Washington, DC 20020	1901 Mississippi Ave., S.E Washington, DC 20020
Status	Active	Active
Number of degree programs for which 50% of the program may be completed at this location		
Postsecondary Certificate (< 1 year)	0	0
Postsecondary Certificate (>= 1 year, < 2 years)	0	0
Associate's	2	2
Postsecondary Certificate (>= 2 years, < 4 years)	0	0
Bachelor's	0	0
Postbaccalaureate	0	0
Master's	0	0
Post-Master's	0	0
Doctor's - Professional Practice	0	0
Doctor's: Research/Scholarship	0	0
Doctor's: Other	0	0
Full-time Headcount at this location		
Graduate	0	0
Undergraduate	0	0
Part-time Headcount at this location		
Graduate	0	0
Undergraduate	94	83

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H-4. Other Instructional Sites

Data on File (2014-15)	IP Data (2015-16)
No Other Instructional Sites.	

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I. Financial Information (Part 1)

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

Verify the beginning and ending date for your institution's fiscal year. The default dates are 7/1/2013 through 6/30/2014 (the most recent year for which you would have audited financial statements). If your institution uses different dates, please change the default dates accordingly. For example, enter 1/1/2015 through 12/31/2015.

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. 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. * denotes a required field.

	Data on File Fiscal Year Ending 2014	IP Data Fiscal Year Ending 2015
Which reporting standard is used to prepare your institution's financial statements? Your selection determines the value in the column IPEDS Part-Line below. FASB (Financial Accounting Standards Board) GASB (Governmental Accounting Standards Board) <small>Note: For Private and International institutions the value is set automatically and the field is disabled. The FASB Reporting Standard is the approximate equivalent of the standard used by International institutions.</small>	FASB	FASB
Is your institution's Auditor's report on financial statements Unqualified or Qualified? (Click on the '?Instructions' link for assistance.) Fiscal Year Begin Fiscal Year End	 7/1/2012 6/30/2013	Unqualified 7/1/2013 6/30/2014
Does your institution allocate Operation & Maintenance of Plant expense?	Yes	Yes
Does your institution allocate Depreciation Expense?	Yes	Yes
	IPEDS Part- Line	Data on File Fiscal Year Ending 2014
		IP Data Fiscal Year Ending 2015
		Expenses Includes O&M
		Expenses Includes O&M
1. Instruction	E-01	<div style="display: flex; justify-content: space-between;"> \$10,412,026 \$939,872 </div> <div style="display: flex; justify-content: space-between;"> \$10,541,498 \$987,906 </div>

2. Research	E-02	\$0	\$0	\$0	\$0
3. Public Services	E-03	\$32,867	\$0	\$28,263	\$0
4. Academic Support	E-04	\$3,666,091	\$187,974	\$3,942,768	\$197,581
5. Student Services	E-05	\$4,711,135	\$751,897	\$4,569,805	\$790,325
6. Institutional Support	E-06	\$8,539,901	\$751,897	\$8,717,366	\$790,325
7. Scholarships and Fellowships	E-08	\$0	\$0	\$0	\$0
8. Operation and Maintenance of Plant	E-Col 4		\$2,631,640		\$2,766,137
Total E&G Expenses*		\$27,362,020		\$27,799,700	

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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			
Property, Plant and Equipment, net	A-19	\$20,503,162	\$21,522,255
Total Assets	A-02	\$86,170,872	\$101,479,444
Long Term Debt Related to Property, Plant and Equipment	A-03a	\$16,199,795	\$17,544,466
Unrestricted Net Assets	A-04	\$31,384,478	\$35,165,309
Temporarily Restricted Net Assets		\$12,175,596	\$22,295,212
Permanently Restricted Net Assets		\$19,455,839	\$20,402,611
Change in Net Assets	B-04	\$14,327,959	\$14,847,219
Net Assets (Beginning of Year)	B-05	\$48,687,954	\$63,015,913
Adjustment to Net Assets (Beginning of Year)	B-06	\$0	\$0
Net Assets (End of Year)	B-07	\$63,015,913	\$77,863,132
Allowances/Scholarships (Applied to Tuition & Fees)	C-08	\$8,593,208	\$9,334,978
Tuition and Fees Revenue (Net of Allowances)	D-01	\$30,140,617	\$27,978,334
Depreciation Expense	E-Col 5	\$1,017,313	\$1,060,419
SECTION 2B -- Data from Audited Financial Statements and Supporting Documents			
Total Unrestricted Operating Revenue		\$36,073,422	\$34,283,415
Total Operating Revenue		\$36,311,193	\$34,013,169

Total Unrestricted Operating Expense	\$30,787,792	\$31,384,883
Total Operating Expense	\$30,787,792	\$31,384,883
Change in Unrestricted Net Assets	\$6,325,956	\$3,780,831
Deposits Held by Bond Trustees	\$0	\$0
Principal Payments on Long Term Debt	\$650,708	\$670,498
Interest Expense on Long Term Debt	\$758,893	\$594,968

Notes

☒ Click here to indicate that Ms. Barbara Lettiere 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)

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K. Required Attachments

Please upload the required attachments listed below as soon as all of the items are available but no later than **April 17, 2015**. **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 a 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
Trinity AFS-Mgmt.pdf	Adobe Acrobat Document	849.5 KB	4/17/2015 5:19:32 PM
Trinity Catalog 06-30-2014.docx	Office Open XML Document	241.38 KB	4/17/2015 5:23:00 PM
Trinity IPEDS.pdf	Adobe Acrobat Document	159.28 KB	4/17/2015 5:20:37 PM

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

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

