

# Non-Credit Activity Reporting

This database is put into PeopleSoft for the reporting of the University of Utah's non-credit activities to the Board of Regents and for internal purposes as needed.

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## GETTING ACCESS TO THE NON-CREDIT ACTIVITY TRACKING PANEL

Getting access to the Non Credit Activity panels requires filling out the NCTRACK Form from the Registrar's office. To get this form please contact curriculum at [curriculum@utah.edu](mailto:curriculum@utah.edu).

## FINDING THEN PANEL

Steps to Finding Non Credit Activity Tracking panel in PeopleSoft:

1. Log in to CIS
2. Go to Employee Tab
3. Find "Tracking Systems" box
4. "Select Non-Credit Activity Tracking"

## WHAT IS NON-CREDIT?

**Non Credit** - For non-credit instructional related courses, activities, and events.

- o Not included on a transcript
- o Self-supported
- o Attendees not required to be admitted into the institution

## ADDING A VALUE

Select the "Add a New Value" tab.

1. Enter in your Department ID number.
  - a. Look in the Spy Glass if you do not know your Department ID.
  - b. If you cannot find your ID number in the spy glass, you can find it by going to the Campus Directory at <http://people.utah.edu/uofu/misc/uWho/basic.html>, select Department/Organization, type in department name, click go, and the from the list find the department or organization and look at the far left column for the ID.
2. Select Event Type from Community Outreach, Personal Enrichment, or Supplemental Workforce Education.

- a. **Supplemental Workforce Education (W)**  
Definition - Must have direct application to workforce regardless of the personal reasons for taking the course  
Examples – Microsoft Office, Adobe Creative Suite, Budgeting, Web Design, etc.
  - b. **Personal Enrichment (P)**  
Definition - Little to no workforce application  
Examples - Health and Wellness, Music, Homemaking, Sewing, Language, Woodworking
  - c. **Community Outreach (O)**  
Definition - Designed to create community awareness and interest in enrolling  
Examples - College information sessions, cultural events, instructional conferences that are open to the public, language science fairs, etc.
3. Enter a School Year.
    - a. This is automatically populated on the current academic year (e.g. July1, 2011 to June 30, 2012).
    - b. You can enter data for a past year (e.g. July 1, 2010 to June 30, 2011) or a future year (e.g. July 1, 2012 to June 30, 2013).
  4. Enter a Class/Event Title
    - a. The first box is only 35 characters, which is what is reported to the Board of Regents. Hit enter to populate the Long Class/Event Title box.
    - b. If you would like more characters for internal purposes you can change the Long Class/Event Title box or you can leave it the same as the first box.
  5. Enter the Event Size.
    - a. This box is for the number of those in attendance, which can include those helping in the event.
    - b. If you are entering for a future semester estimate the number of attendees. You can always come back and edit the information.
  6. Enter the Duration.
    - a. This is the total number of hours that the event took place.
    - b. Don't include the number of preparation hours (there is a place for that below).
  7. Enter the Start and End dates
    - a. The start and end date put be entered.
    - b. You can enter it for one day, 7/01/2011 to 07/01/2011.
    - c. You can enter it for a month, 7/01/2011 to 7/31/2011.
    - d. You can enter in a yearlong event, 7/1/2011 to 6/30/2012. The dates for a yearlong event can't go outside that range. Put any excess on the past or future academic year as a new value.
  8. Select On Campus or Off Campus
    - a. On Campus includes Sandy, Bountiful, etc.
    - b. Off Campus includes online/webinar events
  9. Enter Other U of U Partners
    - a. This will automatically be populated to "No" U of U Partners.
    - b. Select "Yes" if you have any partners. List the partners in the comment section at the bottom of the page to help avoid duplication or reporting.
  10. If you aren't entering information in the optional fields, select save. You will receive a warning if you don't enter some of the required fields.

**Additional Information fields are optional.**

11. Enter the Number of Events.
  - a. You do not need to enter “1” if you have a date range of one day (e.g. 7/1/2011 to 7/1/2011) unless you’d like to.
  - b. If you have multiple events over the span of one month to a year, you can include the number of events for internal purposes.
12. Enter the Faculty/Staff Hours
  - a. Include the number of hours spent by faculty and staff to prepare for the event.
  - b. You can choose whether student aide student hours or not since this field is for internal use.
13. Select “Yes” or “No” for Grant Funded.
14. If “Yes,” then include the name of who funds the event.
15. Enter any comments
  - a. This field we use to clarify, list U of U partners, justify etc.
  - b. The Board of Regents requests this field but we send them a blank comment field since we use this field for our own clarification.
16. Select Save. You will receive an error message if you didn’t enter some of the required fields.

**FINDING AN EXISTING VALUE/REQUESTING A REPORT**

1. Select the first tab “Find an Existing Value.”
2. Enter the Department Code
  - a. If you do not know your Department ID number, you can find it by going to the Campus Directory at <http://people.utah.edu/uofu/misc/uWho/basic.html>, select Department/Organization, type in department name, click go, and then from the list find the department or organization and look at the far left column for the ID.
3. Select “Advanced Search,” if you’d like more specific events
  - a. Enter in the fields you’re criteria (for definitions of the data see the corresponding add a value section).
  - b. Select “Search”
  - c. Click on the one of the results to view or edit the data for that event.
4. Requesting a Report
  - a. If the information from the search doesn’t give you all the data you’d like or you want it in a certain format you should do a Request for Information (RFI) from the Registrar’s office at <http://registrar.utah.edu/faculty/student-systems.php>.
  - b. These reports usually take 5-7 business days to process so plan accordingly.

**IMPORTING DATA**

1. If you maintain a separate database and would like the format for sending us information to import please contact us at [curriculum@utah.edu](mailto:curriculum@utah.edu) or 587-7843.
  - a. Please note that it will only be able to come to us in a very specific format and it may require a department programmer to format the data correctly.

- b. Starting in 2012-2013 FAR data will be imported to our database if the person entering the FAR data selects the Non-Credit fields. There will be more information to come once it has been completed.

#### DEADLINE

1. The deadline to enter in data is JUNE 1<sup>st</sup>.
  - a. Events held between June 1 and June 30 should be estimated.
  - b. Information is due to the Board of Regents by July 1<sup>st</sup>.
  - c. You should receive notification from the non-credit list serve. If you aren't receiving these emails please request to get on the list serve by contacting us at [curriculum@utah.edu](mailto:curriculum@utah.edu).

#### WHERE DOES MY EVENT FIT?

1. If after reviewing the definitions found in the "Add a Value" section, you are still unsure where your event fits or if it qualifies you can do one of two things:
  - a. Contact us at [curriculum@utah.edu](mailto:curriculum@utah.edu) or 587-7843 for verification.
  - b. Enter the data and justify why you put it in under the comments section where it will be reviewed before it is sent to the Board of Regents.

#### TROUBLESHOOTING/SUGGESTIONS

Please contact Curriculum Administration with any problems, questions, or suggestions you may have about Non-Credit Reporting. If you have something you'd like in this panel that would help your department/organization please let us know and we can discuss the possibilities.

Email: [curriculum@utah.edu](mailto:curriculum@utah.edu)

Phone: 801/587-7843