



Faculty Credentials Form Walkthrough

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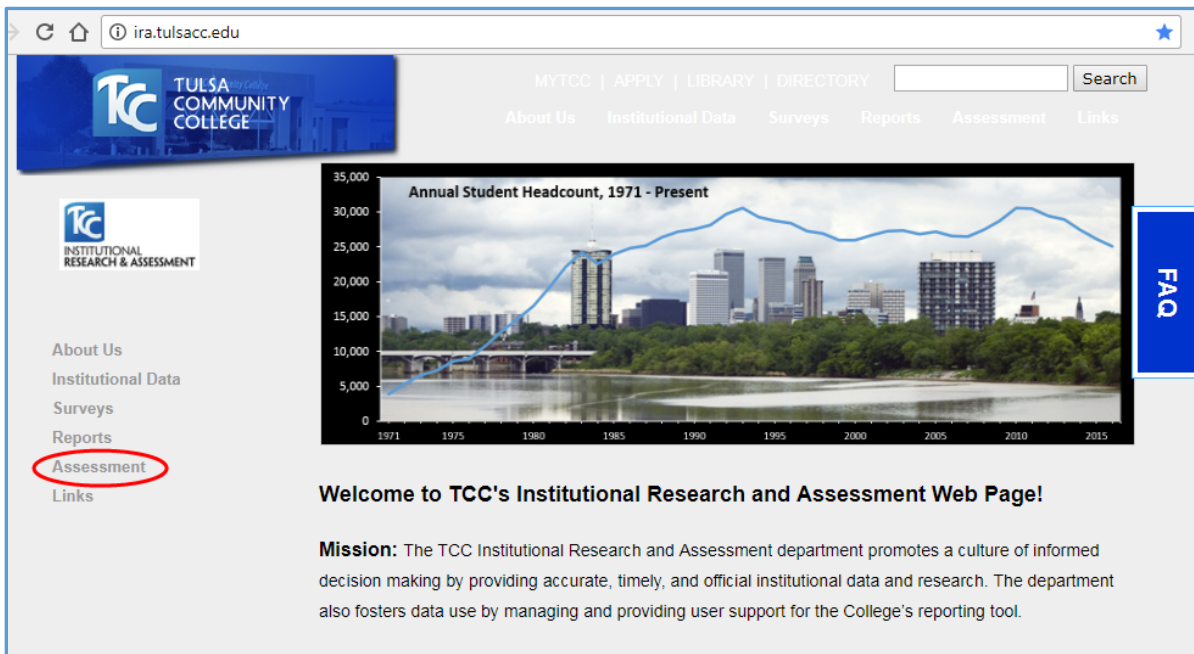
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For questions regarding completing this form, contact the Institutional Research & Assessment office, Monday through Friday, 8 a.m. to 5 p.m. (ira@tulsacc.edu, 918-595-7925).

Part I – Accessing the Form

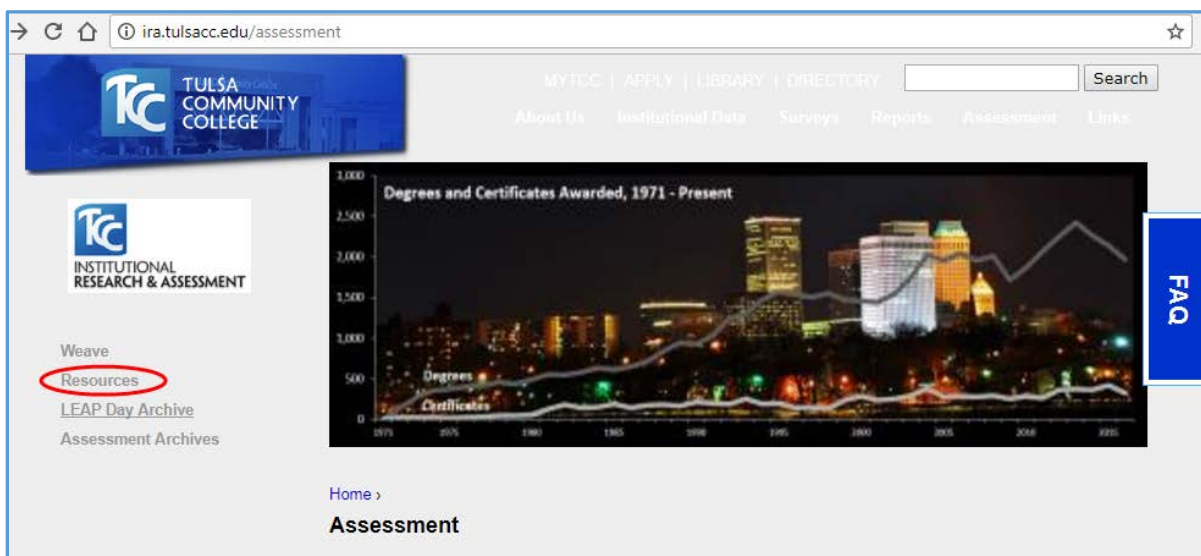
Step 1 - Go to ira.tulsacc.edu.

Step 2 - On the left side of the page, click on the **Assessment** link.



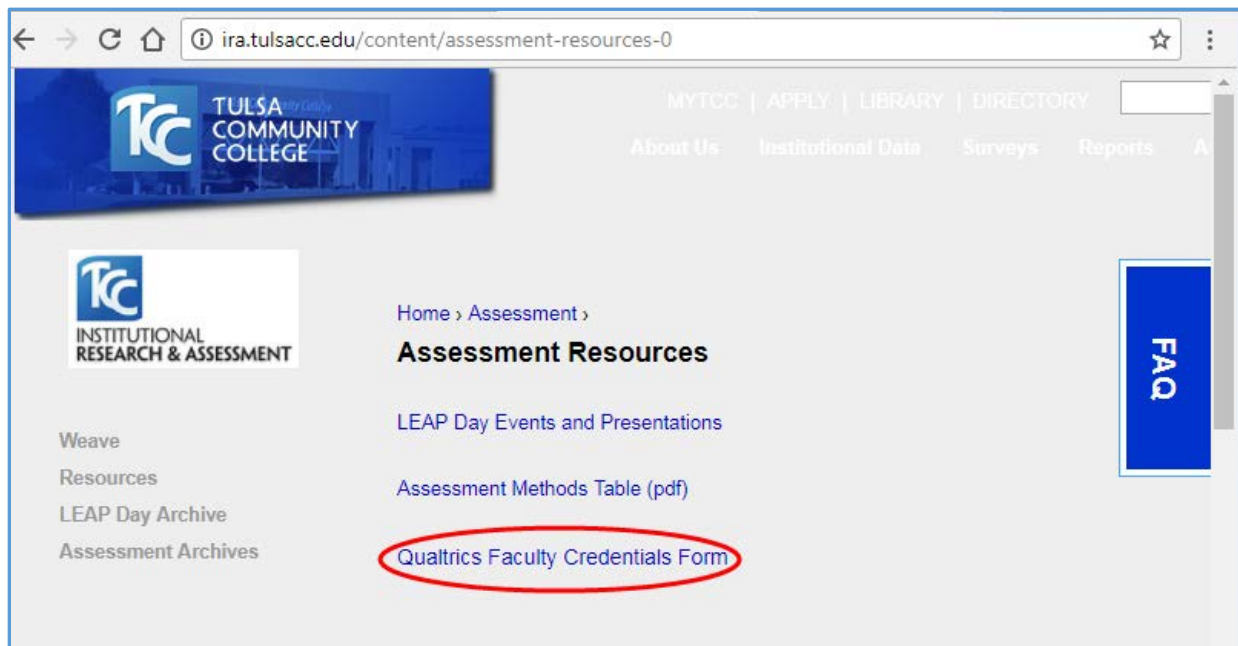
The screenshot shows the homepage of the TCC Institutional Research & Assessment website. The browser address bar displays ira.tulsacc.edu. The page features the TCC logo and navigation links: MYTCC | APPLY | LIBRARY | DIRECTORY, About Us, Institutional Data, Surveys, Reports, Assessment, and Links. A search bar is located in the top right. On the left sidebar, the 'Assessment' link is circled in red. The main content area includes a line graph titled 'Annual Student Headcount, 1971 - Present' showing an upward trend from approximately 5,000 in 1971 to over 30,000 by 2015. Below the graph, the text reads: 'Welcome to TCC's Institutional Research and Assessment Web Page!' and 'Mission: The TCC Institutional Research and Assessment department promotes a culture of informed decision making by providing accurate, timely, and official institutional data and research. The department also fosters data use by managing and providing user support for the College's reporting tool.'

Step 3 - Click the **Resources** link.



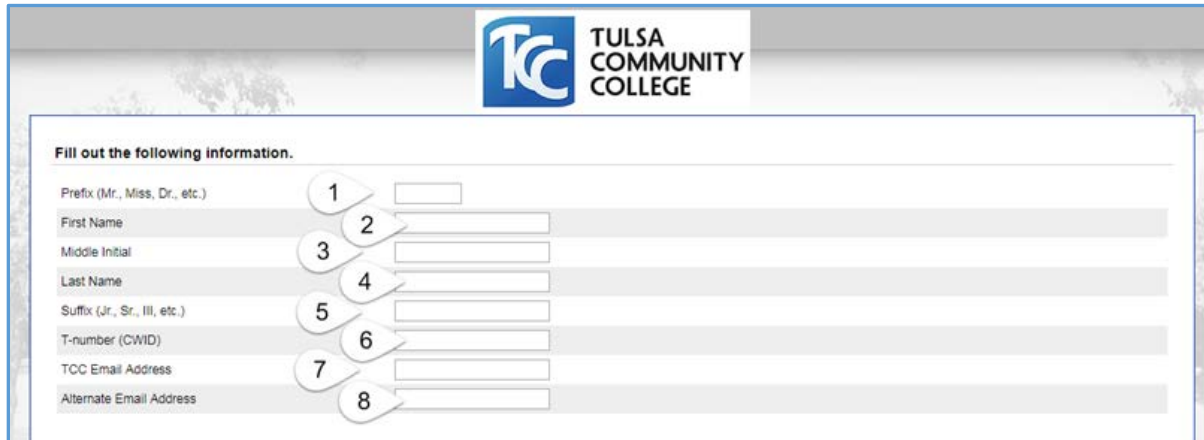
The screenshot shows the 'Assessment' page on the TCC Institutional Research & Assessment website. The browser address bar displays ira.tulsacc.edu/assessment. The page features the TCC logo and navigation links: MYTCC | APPLY | LIBRARY | DIRECTORY, About Us, Institutional Data, Surveys, Reports, Assessment, and Links. A search bar is located in the top right. On the left sidebar, the 'Resources' link is circled in red. The main content area includes a line graph titled 'Degrees and Certificates Awarded, 1971 - Present' showing an upward trend from approximately 500 in 1971 to over 2,500 by 2015. Below the graph, the text reads: 'Home >' and 'Assessment'.

Step 4 - Select the **Qualtrics' Faculty Credentials Form** link. (Link will open in a new browser window.)



Part II – Entering your Personal Information

Step 1 - Enter your identification information.



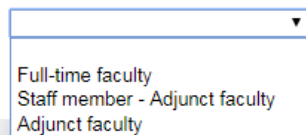
The screenshot shows the Tulsa Community College logo and the text "TULSA COMMUNITY COLLEGE". Below the logo is a form titled "Fill out the following information." with eight input fields, each numbered 1 through 8:

- 1. Prefix (Mr., Miss, Dr., etc.)
- 2. First Name
- 3. Middle Initial
- 4. Last Name
- 5. Suffix (Jr., Sr., III, etc.)
- 6. T-number (CWID)
- 7. TCC Email Address
- 8. Alternate Email Address

- Box 1. Enter your desired prefix (Dr., Mrs., Miss, Mr., etc.).
- Box 2. Enter your first name.
- Box 3. (Optional) Enter your middle initial.
- Box 4. Enter your last name.
- Box 5. Enter your suffix (Jr., Sr., III, etc.) if appropriate.
- Box 6. Enter your T-number (CWID – Campus Wide ID) -- T and then the 8-digit number.
- Box 7. Enter your TCC email address. If you don't have a TCC email address yet, enter an alternative email address in box 8.
- Box 8. (Optional) Enter an alternative email address.

Step 2 - Select the option that best describes your position in the college.

What is your faculty status?



The dropdown menu is open, showing three options:

- Full-time faculty
- Staff member - Adjunct faculty
- Adjunct faculty

Part III – Entering your Degree Information

Step 1 - Enter your degrees earned.

Enter the following information for every one of your earned degrees. (If updating for a newly earned degree(s), you only need to enter the information for your newly earned degree(s).)

°Degree CIP6 codes can be found by searching for your concentration on the [IPEDS CIP User Site](#).

****Additional CIP codes should be given to you by your respective Faculty Department Chair, Program Director, or Program Coordinator and should be related to this degree.**

	Award Level	Degree Information					Additional Related CIP6 Codes** (separate by comma)
	Degree Letters (e.g., MA, PhD)	Year Awarded	Granting Institution	Concentration	Associated CIP6 Code*		
Degree #1	1	2	3	4	5	6	7
Degree #2							
Degree #3							
Degree #4							
Degree #5							
Degree #6							
Degree #7							
Degree #8							
Degree #9							
Degree #10							

- Box 1. From the dropdown box, select the level of your earned degree (Doctorate, Master’s, Bachelor’s, Associates, Other).
- Box 2. Enter the letters assigned with your degree (e.g., PhD, MFA).
- Box 3. Enter the year your degree was earned.
- Box 4. Enter the name of the granting institution.
- Box 5. Enter the concentration of the degree in which you are entering.
- Box 6. Enter the 6-digit CIP code for your degree concentration. If you do not know your CIP code, click on the IPEDS CIP User Site link and a new window will open in your browser. (See below for more instructions for this box.)
- Box 7. Enter CIP codes provided to you by your Dean or Faculty Department Chair related to the courses you teach. Only enter CIP codes that are related to the degree in this line. (For example, if your degree is in Quantitative Psychology, the CIP6 code is 42.2708, but the CIP6 code associated with the psychology classes at TCC are 42.0101. So, 42.2708 would go in Box 6, and 42.0101 would go in Box 7.)

Box 6 (continued). After you click on the IPEDS CIP User site link, you will be brought to the IPEDS CIP 2010 search menu.

1. Type in the name of your degree concentration in the **Search terms** box.
2. Click **Show Results**.

IPEDS
Classification of Instructional Programs (CIP)

Home CIP Selector Help Contact NCES

CIP 2010 (change year) Browse Search Crosswalk Resources Quick CIP [] Go

Search
Enter search terms if desired, filter by any of the available options, and click 'Show Results'. Note: Separate search terms with spaces.

Search terms: quantitative psychology [Advanced Search](#)

Search within: Title Definition Examples

2-digit series: All

CIP types: 2 digit CIP code 4 digit CIP code 6 digit CIP code

Actions: No substantive changes ★ New ✕ Deleted ◀ Moved from ▶ Moved to

Clear **Show Results**

3. A table will be generated. Find your concentration and the 6 digit CIP code. Copy the CIP code.

CIP 2010 (change year) Browse Search Crosswalk Resources Quick CIP [] Go

Search Results

Summary of Search Criteria
Search terms: quantitative psychology
Search within: title, definition, examples
2-Digit CIP Series: All
CIP code types: 2 digit CIP code, 4 digit CIP code, 6 digit CIP code
Actions: No substantive changes, New, Moved from, Moved to, Deleted

Actions Legend
★ New
✕ Deleted
▶ Moved To
◀ Moved From
— No Substantive Changes

The following results are displaying based on your selection of search criteria. You may sort your results by clicking on the arrow button at the head of each column. You may also [refine your search or begin a new one](#).

4 records found. Viewing page 1 of 1

Text Changed	Title & Definition	Action	CIP Code	Moved To / Report Under (2010)	Moved From (2000)
	Military History A program that focuses on the study of the history of warfare and military institutions in their operational, politico-economic and socio-cultural contexts; including airpower history, naval history, and military history. Includes instruction in military organization, military operations, the history of technology, leadership and biography, military psychology and behavior, international relations and politics, economics, aspects of general and regional history, cultural history and anthropology, historiography, and applicable quantitative methods. Examples: [Air Force History], [Naval History], [Military History (Armies)]	★	54.0108		
	Psychometrics and Quantitative Psychology	✕	[42.19]		
	Psychometrics and Quantitative Psychology A program that focuses on the mathematical and statistical procedures used in psychological test construction and validation; the general problems of the measurement of behavior; and the application of quantitative methods to research design and other methodological topics.	▶	42.2708	42.2708	42.1901
	Psychometrics and Quantitative Psychology A program that focuses on the mathematical and statistical procedures used in psychological test construction and validation; the general problems of the measurement of behavior; and the application of quantitative methods to research design and other methodological topics.	◀	(42.1901)	42.2708	42.1901

4. Return to the Qualtrics Faculty Credentials form, and paste the CIP code into the **Associated CIP Code** box.

Part IV – Entering Additional Qualifications

Step 8 - If you have other qualifications that aren't conferred degrees, you need to complete a Faculty Equivalent Experience form with your Department Chair or Dean. A blank copy of that form is available in the Qualtrics form. Once you have a signed copy of that form, you'll need to complete the Additional Qualifications Information section.

Enter the following information for any additional qualifications that can be found on your Faculty Equivalent Experience form.

****The related CIP6 code should be on your Faculty Equivalent Experience form.**

[Faculty Equivalent Experience Form.pdf](#) - blank copy for reference.

	Qualification Information				Equivalent Alternative Credential Category
	Qualification Description	Year	Concentration	CIP6 Code**	
Qualification #1	1	2	3	4	5
Qualification #2					
Qualification #3					
Qualification #4					
Qualification #5					
Qualification #6					
Qualification #7					
Qualification #8					
Qualification #9					
Qualification #10					

- Box 1. Enter the Alternative Qualification description as written on the Faculty Equivalent Experience Form.
- Box 2. Enter the year that you earned the qualification.
- Box 3. Enter the concentration or topic that the qualification relates to (e.g., First Aid certification, Related work experience).
- Box 4. Enter the related CIP6 code provided in the Faculty Equivalent Experience form.
- Box 5. Choose the category under which this equivalent experience is entered on the Faculty Equivalent Experience form.

Equivalent Alternative Credential Category

▼

- Additional Certifications
- Additional Coursework
- Work-related Experience
- Excellence in Teaching

Step 9 - Finally, upload the official SIGNED copy of your Faculty Equivalent Experience form in the box provided. You can drag and drop the file directly into the online form.

Upload a copy of your Faculty Equivalent Experience Form with official signatures.

Drop files or click here to upload