Major/Program Manager

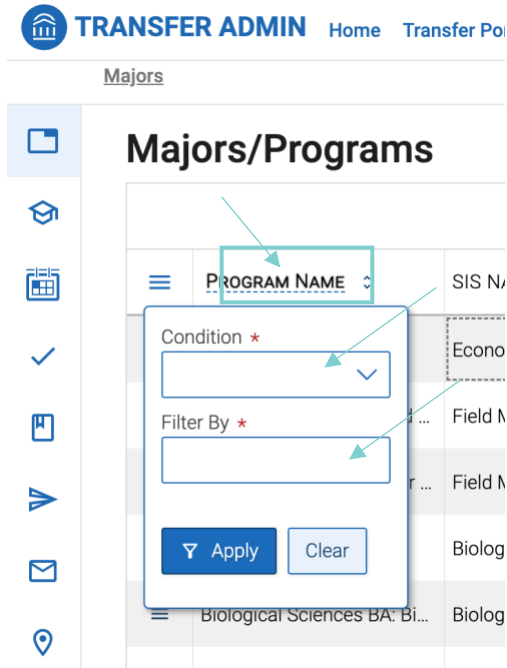## What is the Major/Program Manager?

Allows staff to control which majors are visible or not to students, along with transfer specific information about each. All programs are pulled from your institution's Student Information System (SIS).

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Feature Overview

All programs are pulled from your institution's Student Information System (SIS). To search, click on one of the column headers with a dotted line underneath, select "Equals" from the "Condition" field, then enter what you wish to search/filter by in the "Filter By" field, and then click Apply:


Columns Available

- Program Name – Search/filter by specific program name. By clicking the arrows next to it, you can sort in ascending or descending alphabetical order. You can also double click into Program's Name to edit it. Save the change by hitting the "Enter" key
- SIS Name – by clicking the arrows next to SIS Name, you can sort in ascending or descending alphabetical order
- SIS Code – by clicking the arrows next to SIS Code, you can sort in ascending or descending alphabetical order
- Degree Code
- College Code

- Major Code – Search/filter by specific major/program code
- Concentration Code
- CIP Category
- Description – Search/filter by whether a major/program has a Description present (True or False). This is also referred to as "Long Description"
- About Text – Search/filter by whether a major/program has an About Text present (True or False). This is also called "Short Description"
- Display– Search/filter by whether a major/program is set to display or not (True or False). Simply click the Yes or No to reveal a checkbox to add or remove a check depending on if you want it to be displayed or not for each record to change its Display status.

Exporting Majors/Programs

To make an export, click on the "Export" icon (an arrow pointing downward into a container):
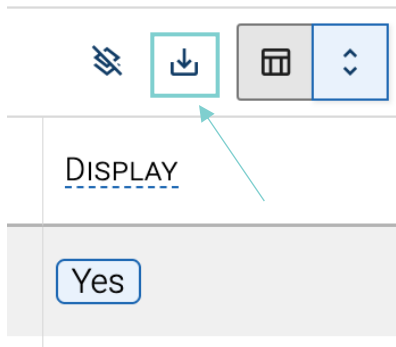
Note that at launch, you can only export one page of results at a time. This is something that will be addressed to include all results in a future release.

Editing a Program

To edit a program, click on the Program's name in the list and then click on "View Details":

Major Details

On this page you can make edits to several things regarding a Major/Program. These include the following:

- Display Name
- Pre-Professional Majors toggle
- Visible to Students toggle
- Short Description – Shorter Description of the Major
- Major Description – Longer Description of the Major
- CIP Code – Controls was displays under related careers

Majors > Edit Major

Major Details

SIS Name

Economics (BA)

Update the SIS to change this

SIS Code

A-BA

Update the SIS to change this

Display Name

Economics(BA)

Optional. Displayed in place of the SIS name

Pre-Professional Majors

☐

Students cannot earn a degree in pre-professional programs, but they may expect it on the list of majors (e.g. pre-med, pre-law)

Visible to Students

☑

Displayed majors are visible to students

Short Description

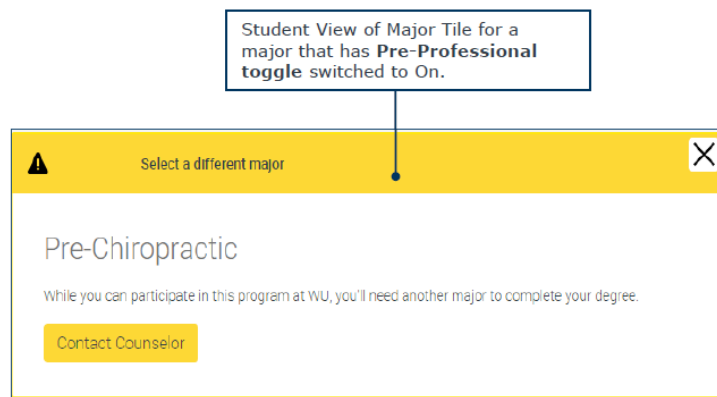| Paragraph ∨ | **B** *I* <u>U</u> S̶ | ☰ ☰ | ⊘ 66 | ↶ ↷ |

Short description of this major

Displays on hover on the My Majors page. Recommended 300 characters to help students understand the difference between majors

Copy Short Description

☐

Warning: this will overwrite any existing short descriptions.

Display Name you can edit the Display Name of the major. This will only display in the Portal and will not make any changes to SIS data.

Pre-Professional Major toggle: should be used specifically for programs that a student cannot earn a degree in. When this is toggled On, the program remains visible in the Portal and is selectable on the Majors tab. However, it produces a warning message, and a student will not be able to create an unofficial credit evaluation for this program. There is no need to add a Long Description to a major that has the pre-professional major toggle enabled as it won't be visible to the student.

Student View of Major Tile for a major that has **Pre-Professional toggle** switched to On.

⚠   Select a different major   ✕

Pre-Chiropractic

While you can participate in this program at WU, you'll need another major to complete your degree.

Contact Counselor

Visible to Students toggle: Ask yourself the below questions:

- Is this major currently accepting transfer students?
- Are the degree requirements built in the degree audit system for this program?

Short Description: displayed when a student hovers over a major/program in the My Major tab of Portal.

Major Description (also called Long Description): should be used to add more information about the program and insert hyperlinks back to your website. This is an opportunity for a partner to add information about internships, exam preparation, research, etc.

- For programs with concentrations, you can check the Copy About the Major descriptions box to do exactly that. This will override descriptions that may exist in those majors currently. When this box is checked, Portal looks at a combination of major+program+degree+concentrationcode to determine which programs should share descriptions.

Major Description

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Long description of this major

Longer description about the major to sell the program/community; specify non-course requirements; highlight key statistics, rankings, or other selling points

Copy Major Description
☐
Warning: this will overwrite any existing descriptions.

Cip Category
Communications & Journalism

Cip Code
090999
CIP codes control what displays under related careers

Submit

EAB Best Practice

This should only be **1-2 sentences** and used to easily distinguish between similar programs. Best practice is to keep descriptions between **200-400 characters**. Short description does not support linking or formatted text (bullets, numbering, etc.).

CIP Code: The CIP Code can be overridden. If a CIP code needs to be changed, you can search on the IPEDS website for a better fit. If you edit a CIP code, you'll need to refresh the related careers to see new jobs and subsequent data. See **link Related Careers article** for more detail.

Frequently Asked Questions

1. What Are EAB's Best Practices regarding Terms?
   - EAB suggests showing 2-4 years of terms.
2. How do I add a new program to Portal?
   - After the new program is added to your SIS and program requirement blocks have been added to the Degree Audit, you will submit a ticket to Partner Support Team (transfertechsupport@eab.com) with the SIS program code. Once the program is pulled into Portal, it'll be set to Display Off, so edits to descriptions and testing of the course requirements can be completed before displaying to students.

Related Articles

1. **Related Careers**
2. **Student Profile**
3. **Student Data**