

The following instructions provide details on each field in the Course Data Entry (CDE) form. There must be information entered for all fields. When a field is not applicable to a specific course, enter N/A (not applicable) or None. Do not list URLs other than the transitional page URL for your institution. All entries must be entered in complete sentences, without abbreviations or misspellings.

Step 1 - General Course Information	
<i>Electronic Campus</i> Course Activation Status:	<p>A newly added is course has the status of Disabled. <i>Electronic Campus (EC)</i> staff will review the entry to:</p> <ul style="list-style-type: none"> • verify the course has been approved by the State Coordinator; • verify the entry is accurate and agrees with the institution's web site, and • verify the entry has no abbreviations or misspellings. <p>If the course meets the <i>Electronic Campus</i> requirements, <i>Electronic Campus</i> staff change the status to Enabled and the course becomes available to students searches on the <i>Electronic Campus</i> and TeacherCenter.org web sites.</p>
Archived:	One way to remove a course from student searches is to select to archive it. This will NOT remove the course from the database, but will remove the course from search activity.
State <i>Electronic Campus</i> Approval:	Please indicate if the course has received approval by the <i>Electronic Campus</i> State Coordinator.
Publicly Viewable on <i>Electronic Campus</i> :	If the course will be generated in student searches on the <i>Electronic Campus</i> or TheTeacherCenter.org websites, click "Yes". If the course is to be viewable only to residents of a specific state - and not to the larger <i>EC</i> , the field should be set to "No". If the institution is submitting course information only for tracking census data - and the course will NOT be viewable to students in any state, the field should be set to "No".
Publicly Viewable on State <i>EC Site</i> :	This field is for states with state specific <i>EC</i> search pages for in-state students. If a course should be listed on the state site, click "Yes". If an institution is submitting course information only for the tracking of census data - and the course will NOT be viewable to students in any state, the field should be set to "No".
Full Institutional Name:	Please verify the name of the institution and campus or branch as appropriate for the location of the activity.
URL:	List the URL of the <i>Electronic Campus</i> transitional web page. If you have questions about transitional page requirements, please review the information provided on the Guidelines.

Full Course Title:	Provide the full course title without abbreviations. Course titles with abbreviations or misspellings will not be activated, as these courses will not be generated in student searches.
Course ID:	Provide the course prefix, course number and section (if used) as listed in your institutional catalog or course inventory (e.g., ENGL 102 S101, MGT 5012). It is not necessary to fill in all three boxes, but many institutions use section numbers to help track enrollment. If you are offering courses in multiple primary delivery formats (i.e. by the Internet and by satellite) then you need to enter in the course for each format. If a course is cross-listed with more than one department or course number, list the course under multiple departments, course number and section number.
Credits:	List the number of credits for the specific course and select the appropriate school term the course is offered, e.g. on a semester basis or quarter basis.
CIP:	This field equates to the search by subject area on the student side. Select the course subject from the drop down box. The drop down box is equivalent to the 4-digit Classification of Instruction Programs (CIP) code for the course. Therefore, it is important to provide an accurate subject to selection. Additional information on CIP codes is at http://nces.ed.gov/pubs2002/cip2000/index.asp The CIP listing can be found in this PDF .
Degree Level:	Mark the appropriate button to indicate the level of the course. If the course can be taken for undergraduate or graduate credit, please complete two course data entry forms (one for each level).

<p>Primary Delivery Mode:</p>	<p>Indicate the primary mode of delivery for the program. Click on only one button that best describes the mode of program delivery even if the program is available in multiple modes. The modes are defined as follows:</p> <ul style="list-style-type: none"> • Internet: programs offered over the Internet • Audio: courses offered via audiotape • CAI: computer-assisted instruction, in which programs are made available via computer at a local machine or by specialized network/system • CD-ROM: programs offered via CD-ROM • Compressed video: programs offered over specialized compressed-video networks • E-mail: programs offered via electronic mail • Open broadcast: programs offered via cable or microwave in which the program broadcast is "open" or available to students in a particular region or locality • Satellite (A): programs offered via analog satellite, which can be downlinked by standard "home" receiving dishes • Satellite (D): programs offered via digital satellite, which can be downlinked with specialized digital receiving dishes • Videotape: programs offered via videotape mailed or otherwise made available to students
<p>Supplemental Formats:</p>	<p>List any supplemental delivery modes that are used to support the primary delivery format listed above. Supplemental format(s) cannot be the same as the primary format. Examples of supplemental formats include:</p> <ul style="list-style-type: none"> • Audio • Cable TV • CD-ROM • Compressed video • Computer-aided instruction • E-mail • Internet • Open broadcast • Satellite (Analog) • Satellite (Digital) • Videotape • Voice mail

<p>Course Management System:</p>	<p>Please indicate the course management system used for the majority of courses in this program, if any. The choices are:</p> <ul style="list-style-type: none"> • Angel • Blackboard • Desire2Learn • eCollege • Educator • EduSystem • Jenzabar • Learnwise • WebCT • Whiteboard • Other (Text field) <ul style="list-style-type: none"> ○ A text box will appear if <i>Other</i> is selected. List the name of the course management system.
<p>Modes of Interaction:</p>	<p>Indicate the modes of interaction in the program for student/faculty and student/student communications. Check all that apply. Note: modes of interaction also may be one of the supplemental formats. Select from the following:</p> <ul style="list-style-type: none"> • Chat Room • Discussion Board • Electronic Conferencing • E-Mail • Online Assignment Submission • Postal • Video • Voice • Other (Text - 30 spaces) <ul style="list-style-type: none"> ○ A text box will appear if <i>Other</i> is selected. List the additional <i>Modes of Interaction</i>.

<p>Course Description:</p>	<p>Provide the catalog or other approved description for the course. The greater the detailed description, the greater the chance the student will be able to tell if it is the course for which they are searching. A written course description is required and the course description must be at least two sentences in length. This course description determines student search results. Listings with incorrect spelling or abbreviations will NOT be generated in student searches and therefore will not be activated. Do not list a URL or a specific individual's e-mail address, you may list a department e-mail address.</p>
<p>Enrollment Capacity:</p>	<p>Complete the maximum number of seats available for students.</p>
<p>Prerequisites:</p>	<p>Indicate the background or experiences that a prospective student should possess to enroll in the course. List specific course(s) by title, or provide a brief description of the required background. For example, a cost accounting course may have as a prerequisite statement "background in the fundamentals of accounting, accounting experience". A Spanish literature course might state "reading and writing proficiency in Spanish (coursework at the intermediate level or above)". Do not list only the course abbreviation; be sure to include the course titles as students outside your institution will not know what courses the abbreviations represent (e.g., ENGL 102 S101, MGT 5012).</p>
<p>Enrollment Procedures:</p>	<p>Briefly describe the enrollment procedures for the course, particularly what a student must do prior to registration. For example, say whether a student must complete an application and be admitted prior to enrollment, seek a special status or classification through a college of continuing studies or other unit at the institution, etc. It is <u>imperative</u> that a phone number be included for the office that handles the enrollment of students for this course. It is <u>suggested</u> that details be provided for transient and guest student procedures. Do not list a URL or a specific individual's e-mail address. In addition to text information, a department e-mail address may be listed.</p>
<p>Special Enrollment Issues:</p>	<p>List any special enrollment issues that a student should know before registration. These would include the need for specialized software or equipment, access to a particular network, licensure status or requirements. For example, if a course requires the student to purchase special software that requires a high-end machine and high-speed modem, include this information. Do not list a URL or a specific individual's e-mail address. In addition to text information, you may list a department e-mail address.</p>

<p>Attendance Requirements:</p>	<p>List any attendance requirements, particularly if the course has an <u>on-campus requirement</u> or other student-gathering component. Any requirement to attend a professional meeting, to visit a work location, etc., should be noted in this block. The information in this field is course specific, not a general statement related to distance learning. It is important that students be provided with accurate information to make decisions about course participation. Do not list a URL or a specific individual's e-mail address. A department e-mail address may be listed.</p>
<p>Access to Learning Resources:</p>	<p>The institution's bookstore and library phone numbers are required. Describe the institution's strategy for providing learning resources and other support services to students. What kind of library and bookstore access does the student have? Be sure to list any mentoring or advising services provided to the student. If there are specific provisions made for adult students, the information should be included in this field. Do not list a URL or a specific individual's e-mail address. In addition to text information, a department e-mail address may be listed.</p>
<p>Other Considerations:</p>	<p>Please use this block to list any other considerations that would be instructive or helpful to a student in determining whether to enroll in this course. If an exam proctor is necessary, list the requirements. If your institution offers credit by examination, please note this information here. Do not list a URL or a specific individual's e-mail address. A department e-mail address may be listed.</p>
<p>Online Enrollment:</p>	<p>Answer all the questions based upon the specific course.</p>
<p>Open Terms:</p>	<p>If a student may start a course at any time during the year (it is not tied to a specific term), then check this box. If the course has specific start and end dates leave this box blank.</p>
<p><i>Continue to Step 2:</i></p>	<p>Proceed to Step 2 and enter in term and tuition information.</p>
<p><i>Reset:</i></p>	<p>Use this button to clear the all the data in the fields on the CDE form (new empty fresh form).</p>
<p><i>Cancel:</i></p>	<p>When editing, use Cancel to drop the data (not save) and proceed to step 3 (i.e., Oops I didn't mean to add a term).</p>
<p>Step 2 - Term Information</p>	

Term:	<p>Select the term from the drop down for which this course should be listed. Choose the Term and Year. Enter the course start and completion dates and the registration deadline date. Students are able to search for courses by both Term selections, but also by dates. It is important that students be provided with accurate information to make decisions about course participation. Please use month/day/year format. (For example, 09/09/2006).</p> <p>If your institution is tracking course enrollment data, indicate how many days into the course the census will be taken. You will be able to use the <i>Edit</i> function to enter the census data, additional information can be found on the Census Information Page.</p>
-------	---

<p>Course Cost:</p>	<p>Please list the in-state and out-of-state tuition and fee charges that will apply to a student enrolling in this course, be sure to use total course amounts and not a per-credit-hour charge. For example, if tuition is \$150 per credit hour and it is a three-hour course, please show tuition as \$450.</p> <p>Courses must have either in-state AND out-of-state tuition and fees, OR electronic rate tuition and fees. Costs will be in-state AND out-of-state or Electronic rate but not both. If the in-state and out-of-state charges are the same, use the electronic rate (e-rate) column.</p> <p>If your institution uses Out-of-District tuition this information is entered in addition to in-state and out-of-state information. Ignore this column if your system does not use Out-of-District costs.</p> <p>Average course tuition:</p> <ul style="list-style-type: none"> • In-state: _____ • Out-of-state: _____ • E-rate: _____ • Out-of-district _____ <p>Average fees per course:</p> <ul style="list-style-type: none"> • In-state: _____ • Out-of-state: _____ • E-rate: _____ • Out-of-district _____ <p>Community colleges in Texas have authority to tax area residents. This provides local funding for the colleges. Only students who reside within the taxing district assigned to the community college qualify for in-district tuition. Other residents of Texas are considered out-of-district for tuition purposes. Students are sometimes surprised to discover that they must pay out-of-district tuition rates, instead of lower in-district tuition rates. Be sure to check with the community college finance office before registering for courses if you have a question. Texas Coordinators, see page TexasDistanceEducation Section in the Institutional Coordinator's Handbook for detailed explanation of tuition and fee classifications.</p>
<p>Materials:</p>	<p>Please provide an estimate of the required course materials to include textbooks and required software, etc., for a student enrolling in the course.</p>
<p>Add More Terms</p>	<p>Use this button to add additional terms to the course record. After a term has been added, the term name will appear at the bottom of the screen.</p>

Continue to Step 3	If you have completed adding terms, use this button save the term information and review entire course entry.
Reset:	Use this button to clear all the data in the fields on the CDE form (generates a new empty form).
Cancel:	When editing, use Cancel to drop the data (not save) and proceed to step 3 (i.e., Oops I did not mean to add a term).
Step 3 - Review Course Information	
General Instructions:	Review your course's information. If the information is correct, "Submit" and the course will be reviewed by the <i>EC</i> staff. If you need to change any information, click "Edit this information" or click "Add Terms" to add terms to this course record. Once submitted, course and term information can be adjusted at any time by using the "Edit" function.

