

Electronic Campus File Transfer Instructions – Programs

It is possible to provide *Electronic Campus* staff programs in an electronic format as an Excel file transfer instead of using the *EC* web interface. Files may be sent from individual colleges and universities, an organization, or from a state agency.

Meeting the following conditions (policy and formatting) will speed up the processing of the file.

- Approval forms from the State Coordinator need to be on file with *EC* staff– prior to the program being included as part of a bulk upload.
- Each college or university submitting programs must have an *Electronic Campus* coordinator with an active *EC* account.
- Colleges and universities must have an approved *EC* transitional page residing on their server.
- College and university *EC* coordinators agree to make any necessary edits (if required) via the *EC* web interface. SREB will not accept feeds from colleges and universities who do not make required edits for two consecutive feeds.
- The attached documents include information regarding field content and the size of the field.

Two tables of data are required for each approved programs. Data must be transmitted electronically in separate Excel spreadsheets (in the same workbook is acceptable): Both contain data for programs, but have been broken up to allow for easier manipulation of data. The tables are Programs and Programs2. All required field information must be provided for feed to be accepted. There are optional fields.

Programs Table

Program information must be provided in the format and order as specified by the table information provided. Prior to data submission, *EC* staff will provide the corresponding ID's for Institutions, Institution Contacts, upon request.

The Program ID **must** have a sequential unique identifier ID number. This is necessary to enable staff to link-up the programs offerings (Programs2) to the respective program. Any provided IDs will be replaced by *Electronic Campus* IDs when uploaded.

The "Approved" field is defaulted to TRUE. This indicates programs have approval by the state coordinator for listing on the *Electronic Campus*. Do not submit programs that have not been previously approved.

The "Enabled" field is defaulted to FALSE.

The "Publicly" field is defaulted to TRUE. If a program is not to be publicly available, set field to FALSE and be sure to mention this with the field submission. If the program is to be viewable only to residents of a specific state, the State field should be set to TRUE. If the institution is submitting program information only for tracking census data – and the program will NOT be viewable to students in any state, the field should be set to FALSE.

Programs2 Table

In order to match these up when uploaded, we require the sequential identifiers in the Programs table (Each of these records in the Programs2 table must have this same sequential identifier tying it back to the program (ProgramID)).

Common Errors

The most common mistakes that can delay data uploads include:

- Missing data: If you do not have an InstitutionID, Coordinator or StateID codes etc, obtain this from *EC* Staff before submitting the spreadsheet. Send an e-mail to idehelp@sreb.org for this information.
- Missing or incorrect Transitional page URLs: URLs must point to the *EC* Transition page on the institution's Website. Do input the institution's homepage URL or Distance Learning homepage URL unless it meets the transitional page requirements. URLs MUST begin with 'http://'.
- Incomplete data fields. Complete sentences are required. If the field does not apply to a specific institution or program, complete the field using N/A (not applicable) or None. The field requirements for file transfer uploads are the same as the web interface requirements.
- Random or useless IDs: Unless there is a 1:1 relationship between Programs and Programs2, some form of sequential numbering needs to be provided to link the two data sets together.
- Incorrect Classification of Instruction Programs (CIP) Codes: CIP codes take the form of ##.##.## and the first two sets of double digits are used (XXXX). The full list of CIP codes is available at <http://nces.ed.gov/ipeds/cipcode/default.aspx?y=55>
- **Note: Be sure to spell check all text fields in order to remove all abbreviations (except for program department) and misspellings prior to upload.**

Field Information

Further (and more detailed) explanations about the kind of data sought for the data fields is listed below. The complete field requirements are detailed on the Guidelines page, but the items below provide a sample of the information required

- **ProgramTitle:** Provide the full program title without abbreviations and with correct spellings. Listings with incorrect spelling or abbreviations will NOT be generated in student searches and therefore will not be activated.
- **ProgramDescription:** Provide the catalog or other approved description for the program. The greater the detailed description, the greater the chance the student will be able to tell if it is the program for which they are searching. This program description determines student search results. Listings with incorrect spelling or abbreviations will NOT be generated in student searches and therefore will not be activated. In addition to text information, you may list a department e-mail address. Unless it is a field asking only for the URL, include a text explanation with the URL.
- **ProgramPrereqs:** *Prerequisites*— Indicate the background or experiences that a prospective student should possess to enroll in the program. List specific program(s) by title, or provide a brief description of the required background. For example, a cost accounting program may have as a prerequisite statement "background in the fundamentals of accounting, accounting experience". A Spanish literature program might state "reading and writing proficiency in Spanish (program work at the intermediate level or above)". Do not list only the course abbreviation; be sure to include the program titles as students outside your institution will not know what

Tuition Information

There is space to include four different types of tuition charges based upon the institution's practices. The institution may charge different tuition and fee amounts for programs within an institution.

- If in-state and out-of-state rates are used (TuitionIS, GSFIS, TuitionOS, GSFOS): DO NOT use the electronic rate fields and be sure to complete both the tuition and fee columns.
- If in-state and out-of-state rates are the same: use electronic rate (TuitionE, GSFE).
- If the electronic rate field is used (TuitionE, GSFE): DO NOT use in-state and out-of-state fields (TuitionIS, GSFIS, TuitionOS, GSFOS).
- If out-of-district rates are used (TuitionD, GSFD): Be sure the in-state and out-of-state rates are completed (TuitionIS, GSFIS, TuitionOS, GSFOS).

Programs Table: Field Names and Requirements (General)

ProgramID	Match to ProgramID in Programs2
ProgramExtID	Leave blank
ContactID	Provided by <i>EC</i> Staff
Status	EC Staff Use
Archive	EC Staff Use
Approved	Indicate if the course has received approval by the State Coordinator.
Publicly	If the course will be generated in student searches on the <i>Electronic Campus</i> and TheTeacherCenter.org websites, check Yes.
StatePublicly	Check Yes, if the course should be generated in student searches on your state's specific <i>Electronic Campus</i> site, if applicable.
Blank	FALSE
ACM	Do you want this program to be considered for the Academic Common Market/ <i>Electronic Campus</i> ?
Degree Completer	If this program is an Adult Degree Completer Program
SOCParticipant	Indicate if the institution is a member of Servicemembers Opportunity College (SOC)
InstitutionID	Provided by <i>EC</i> Staff. Verify the full name of the institution and campus or branch as appropriate for the location of the activity. If the name of the institution is not included in the drop down list, contact idehelp@sreb.org.
State Choice ID	Provided by <i>EC</i> Staff
ProgramTitle	Provide the full program title without abbreviations.
Program Description	Provide a detailed description of the program. Describe its overall objectives, delivery format, history or past activities in a distance-learning format, size (number of students in the program) and related items.
URL	Institutional Transitional Page URL
Degree Type	Enter the type of degree (e.g. Associate in Science)
Degree Level	Mark the appropriate level (undergraduate or graduate) of the course. If the course can be taken for undergraduate and/or graduate credit, enter the course twice, one for each level.
ForCredit	TRUE
ProgramCapacity	The maximum number of seats available for all students
Format Choice ID	Internet = 9 Contact <i>EC</i> staff if not Internet
Format Choice Other	
Delivery ID	1=Internet and 2=Blended
OnCampusRequirements	Note any on-campus attendance requirement especially for Blended/Hybrid courses.
CIP Choice ID	This field equates to the search by subject area on the student side. If you do not know the institution's CIP code for the course, see http://nces.ed.gov/ipeds/cipcode/default.aspx?y=55
Ins Accred ID	1=Southern; 2=Middle States; 3=North Central
Program Accred	List any programmatic or specialized accreditation for this program.

AdultLearner	Describe the college or university's arrangements for providing learning resources and other support services to students, specifically, what kind of library and bookstore access does the student have? List any current or proposed arrangements for providing learning resources (library, computer services, etc.) and support to students at remote locations. A phone number for the library and bookstore must be entered. If there are specific provisions made for adult students, the information should be included in this field. Do not list an URL.
AdultLearnerURL	List the URL for the portion of the website devoted to Adult Learner services
ModesOfInteraction	List all modes of interaction between the instructor and student and student to student.
OpenDeadline	If the application date is open, check the "Open" box next to the date.
AppDeadline	Indicate the date the application must be received for acceptance into the program.
TechRequirements	List any special technical issues that a student should be aware of for participation in this program.
LibraryURL	List the URL for the portion of the library website that services online students.
BookstoreURL	List the URL for the portion of the bookstore website that services online students.
SupportResources	Describe the institution's strategy for providing learning resources and other support services to students
FinancialAid	Describe qualification, procedures and application process for financial assistance available to students in the program.
PrereqRequire	List any prerequisites associated with entry into this program.
CreatedOn	Leave blank
ModifiedOn	Leave blank

Note: Be sure to spell check all text fields in order to remove all abbreviations (except for program department) and misspellings prior to upload.

Programs

Eliminated following fields

Discussion Board; Conferencing; Online Assignment; Email; Voice; Postal; Video; Other; Other Mode; Chat Room

Programs2 Table: Field Names and Requirements (General)

ProgramID	Match to Programs
ProgramExtID	Leave blank
Advising	Describe how students will receive or can obtain advising and mentoring services
TransferPolicies	Describe general college or university transfer policies. List any special credit transfer policies that are related to this program
MaxTransfer	Indicate the maximum number of credits that the average student may transfer into this program
OtherInformation	List and describe any program considerations that are important for a student considering application to the program.
AdmissionRequire	List the general requirements for program admission.
AdmissionsURL	List the URL for the Admissions Office that admits online students
ApplicationRequire	Indicate application requirements for both the institution and program.
Admitted	Do students need to be admitted to the institution prior to course registration?
AdmissInternet	Can students apply for admission via the Internet?
RegInternet	Can students register for this course via the Internet?
ProjectedSchedule	Discuss the scheduling requirements for this program. Provide the link to projected schedule of required core courses
AdmissScheduleInfo	Include any information related to the program that may benefit the student.
TotalCredits	Indicate the total number of credits required to earn a degree in this program
SpecialCreditArrangement	Indicate any special credit arrangements the institution or program might have with other institutions, agencies, or employers (e.g., special partnerships, other institutions, experiential credit, CLEP
CourseIn	Average In-State Tuition Rate for a 3 credit course in this program
CourseOut	Average Out-of-State Tuition Rate for a 3 credit course in this program
CourseE	Average e-Rate Tuition Rate for a 3 credit course in this program
CourseD	Average Out-of-District Tuition Rate for a 3 credit course in this program
OtherTuition	Include any other information related to program costs that may be relevant to the student
EducatorPortal	EC Staff Use
InputDate	Date Submitted
EditDate	Leave blank
BulkUpload	TRUE
ActivationDate	Leave blank
ActivationBy	Leave blank
ActivationComment	Leave blank
StatusComment	Leave blank
StatusInitials	Leave blank
StatusDate	Leave blank
CreatedOn	Leave blank
ModifiedOn	Leave blank

Accreditation Table

InsAccreditID	Body
1	Southern Association of Colleges and Schools
2	Middle States Association of Colleges and Schools
3	North Central Association of Colleges and Schools
4	None
5	New England Association of Schools and Colleges
6	Northwest Association of Schools and Colleges
7	Western Association of Schools and Colleges