

Instructions for Completing Program Data Entry (PDE) Form

The following instructions provide details on each field in the Program Data Entry (PDE) site. When a field is not applicable to a specific program, enter N/A or none. All entries should include complete sentences, without abbreviations or misspellings. The department e-mail address and/or program URL may be listed in addition to the text. All fields are required, unless marked as Optional. Avoid using any HTML formatting tags.

*Are Required Fields

Status	<p>A newly added program has the status of Disabled. <i>Electronic Campus</i> staff will review the entry to:</p> <ul style="list-style-type: none"> • verify the program has been approved by the State Coordinator; • verify the entry is accurate and agrees with the institution's website page, and • verify the entry has no abbreviations or misspellings. <p>When the program meets the <i>Electronic Campus</i> requirements, <i>EC</i> staff will change the status to Enabled and the program will be available for student searches.</p>
* Archive	<p>To remove a program from student searches select "Archive". This will NOT remove the program from the database, but will remove the program from search activity. If you need to have a program deleted, send an e-mail to idehelp@sreb.org, be sure to include the program record number, program name and the name of your institution.</p>
* State Approval	<p>Please indicate if the program has received approval by the State Coordinator.</p>
* Publicly Viewable on <i>Electronic Campus</i>	<p>If the program will be generated in student searches on the <i>Electronic Campus</i> and TheTeacherCenter.org websites, Check "Yes".</p>
* Publicly Viewable on State <i>Electronic Campus</i>	<p>Check "Yes" if the program should be generated in student searches on your state site. For instance,</p> <ul style="list-style-type: none"> • Online College Oklahoma • Texas Distance Education • Louisiana Electronic Campus
* ACM/<i>EC</i>	<p>Do you want this program to be considered for the Academic Common Market/<i>Electronic Campus</i>?</p>
* Degree Completer Program	<p>If this program is an Adult Degree Completer Program.</p> <p>The program should have the following characteristics:</p> <ul style="list-style-type: none"> • The program is an accelerated program? • There are prior learning assessment opportunities • Financial aid/assistance is available for "non-traditional" learners • Acceptance of prior credits

	<ul style="list-style-type: none"> • There is there an adult learner advocate for this program? • This program may be part of a statewide initiative.
* Servicemembers Opportunity Colleges (SOC)	Indicate if the institution is a Servicemembers Opportunity College (SOC) - Consortium member program. Additional information is at www.soc.aascu.org/ .
* Full Institution Name	Please 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, stop and contact idehelp@sreb.org .
* Full Program Title	Provide the full program title without abbreviations. Include level and specific degree designation as listed in college or university catalog (e.g., Associate in Science in Mathematics, Master of Arts in Literature). Program titles with abbreviations will not be enabled, as these programs are not generated in student searches.
* Program Description 5,000 characters	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 information. The more detailed the description the more information the student will have from which to select. This description determines student search results.
* Transitional Page Website	List the URL of the institution's transitional web page for the program. If you have questions about transitional page requirements, please review the information provided on the Guidelines page.
* Degree Type	Enter the type of degree (e.g. Associate in Science)
* Program Level	Mark the appropriate button to indicate the level of the program. Select from: <ul style="list-style-type: none"> • Undergraduate • Graduate • Non-credit
* For Credit	Indicate if the program is for academic credit or not.
Enrollment Capacity Optional	Please enter the number of students allowed into this program for any current year.
* Primary Delivery Format	Indicate the primary mode of delivery for the program. All Programs default to "Internet" mode of delivery. Use the "Other" field to list a different primary delivery format. Provide details in the Mode of Interaction field (see below).

<p>* Program Delivery Type</p>	<p>Check the delivery type for the program from the options that follow:</p> <ul style="list-style-type: none"> • Online (80-100% online) • Blended (The program blends online with face-to-face delivery. A substantial portion of the content is delivered online and typically uses online discussions with a reduced number of face-to-face meetings.) <p>Traditional (On-campus) programs are not eligible.</p>																
<p>On Campus Requirements <i>Optional</i> 2,000 characters</p>	<p>Note any on-campus attendance requirement.</p>																
<p>* Program Discipline/ Subject</p>	<p>This field equates to the “search by subject” area on the student side. Select the program subject from the drop down box. If programs will be submitted by a feed (excel file) process, please refer to the CIP table information under Guidelines. Additional information can be found at http://nces.ed.gov/ipeds/cipcode/default.aspx?y=55.</p>																
<p>* Institution Accreditation</p>	<p>Select the regional body for the accreditation of this degree-granting higher education institution.</p> <table border="1" data-bbox="548 955 1448 1234"> <thead> <tr> <th>InsAccreditID</th> <th>Body</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Southern Association of Colleges and Schools</td> </tr> <tr> <td>2</td> <td>Middle States Association of Colleges and Schools</td> </tr> <tr> <td>3</td> <td>North Central Association of Colleges and Schools</td> </tr> <tr> <td>4</td> <td>None</td> </tr> <tr> <td>5</td> <td>New England Association of Schools and Colleges</td> </tr> <tr> <td>6</td> <td>Northwest Association of Schools and Colleges</td> </tr> <tr> <td>7</td> <td>Western Association of Schools and Colleges</td> </tr> </tbody> </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
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<p>Program Accreditation <i>Optional</i> 100 characters</p>	<p>List any programmatic or specialized accreditation for this program.</p>																
<p>*Adult Learner Resources 5,000 characters</p>	<p>Describe services designed to meet the needs of adult students. If there are specific provisions made for adult students, the information should be included in this field. If this program is a degree completer program include information regarding this particular program:</p> <ul style="list-style-type: none"> • Time to degree – is this an accelerated program? • Prior learning assessment opportunities • Financial aid/assistance for “non-traditional” learners • Acceptance of prior credits • Is there an adult learner advocate for this program? • Is this program part of a statewide initiative? 																
<p>Adult Learner Website</p>	<p>List the URL for the portion of the website devoted to adult learners.</p>																

<i>Optional</i>	
Modes of Interaction <i>Optional</i> 1,000 characters	List all modes of interaction between the instructor and student and student to student. Examples include: <ul style="list-style-type: none"> • Chat Room • Discussion Board • Electronic Conferencing • E-Mail • Online Assignment Submission • Postal • Video
Application Deadline	Indicate the date the application must be received for acceptance into the program. If the application date is open, Check the "Open" box next to the date.
* Technical Requirements and Resources 5,000 characters	List any special technical issues that a student should be aware of for participation in this program. Include: <ul style="list-style-type: none"> • The need for technical hardware and/or specialized software • Access to a particular network • Licensure status, or requirements • Technical requirements URL • Technical support URL
*Library Website	List the URL for the portion of the library website that services online students.
*Bookstore Website	List the URL for the portion of the bookstore website that services online students.
* Student Support and Resources 5,000 characters	Describe the college or university's arrangements for providing learning resources and other support services to online 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 for students.
* Financial Aid and Resources 2,500 characters	Describe qualification, procedures and application process for financial assistance available to students in the program. A phone number for the financial aid office must be entered.
* Prerequisites and Special Program Requirements 5,000 characters	List any prerequisites associated with entry into this program. List and describe any other program considerations that may be of interest or information that is important for a student considering application to the program: <ul style="list-style-type: none"> • Enrollment issues • Thesis requirements • Projects or other academic activities

	<ul style="list-style-type: none"> • Internships
Advising Information and Resources <i>Optional</i> 5,000 characters	Describe how students will receive or can obtain advising and mentoring services from qualified faculty and college or university staff.
* Program Transfer Policies 5,000 characters	Describe general college or university transfer policies. List any special credit transfer policies that are related to this program including: <ul style="list-style-type: none"> • Servicemembers Opportunity College • Articulation agreements with other institutions • Statewide articulation agreements • If the program is designed as a 2+2 for a specific institution. • Prior Learning Assessment Credits
* Maximum Number of Credits Transferable 1,000 characters	Indicate the maximum number of credits that the average student may transfer into this program.
Other Program-Specific Information <i>Optional</i> 5,000 characters	List and describe any program considerations that are important for a student considering application to the program. This would include any special arrangements the college or university has or may make for distance students, services available to learners with special needs, or other aspects of the college or university program-level efforts.
* Admissions Requirements 5,000 characters	List the general requirements for <u>program</u> admission. Include (if appropriate): <ul style="list-style-type: none"> • Admissions office phone number • Academic background requirements • Prior degree requirements and PGA requirements • Career experience • Availability of online application • How competitive is admission in the program?
Admissions Office Website, <i>Optional</i>	List the URL containing the admission information for this specific program or the institution.
* Application Requirements	Indicate application requirements for both the institution and program. Include: <ul style="list-style-type: none"> • Application forms • Application fees

<p>5,000 characters</p>	<ul style="list-style-type: none"> • Transcript requirements • Standardized test scores • Letters of recommendation
<p>Online Enrollment Procedures</p>	<p>Answer all three questions based upon the specific program.</p> <ul style="list-style-type: none"> • Do students need to be admitted to the institution prior to program registration? • Can students apply for admission via the Internet? • Can students register for this program via the Internet?
<p>* Projected Schedule</p> <p>2,500 characters</p>	<p>Discuss the scheduling requirements for this program. Include:</p> <ul style="list-style-type: none"> • How long does a student have to complete the program? • Is the student expected to be a full-time or part-time student? • Provide the link to projected schedule of required core courses • Note if the courses are offered on a rotating basis.
<p>Additional Admission and Schedule Information</p> <p><i>Optional</i></p> <p>5,000 characters</p>	<p>Include any information related to the program that may benefit the student. Indicate any other considerations that would be instructive or helpful to a student in determining whether to enroll in this program (e.g., scheduled exams, attendance on-campus or at a designated location, proctor requirements).</p>
<p>* Total Number of Credit Hours to Earn a Degree</p> <p>2,500 characters</p>	<p>Indicate the total number of credits required to earn a degree in this program. Include, as appropriate:</p> <ul style="list-style-type: none"> • The degree level • The number of upper-division credits required • Number of core credit hours required • Program elective credit hours required • Number of college or university requirements and electives
<p>Special Credit Arrangements for the Program</p> <p><i>Optional</i></p> <p>2,500 characters</p>	<p>Indicate any special credit arrangements the institution or program might have with other institutions, agencies, or employers (e.g., special partnerships, credit arrangements with other institutions, experiential credit, (and/or) CLEP acceptance).</p>
<p>* Average Course Cost</p>	<p>All fields in the cost section must be completed with numbers (i.e., 0.00).</p> <p>List the in-state and out-of-state tuition and fee charges for an average course that will apply to a student enrolling in this program be sure to use 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</p>

	<p>electronic rate tuition and fees. If the in-state and out-of-state charges are the same, check the electronic rate (e-rate) box. If your institution uses out-of-district tuition this information is entered in addition to in-state and out-of-state information.</p>
<p>Materials Required and Other Tuition and Fee Considerations <i>Optional</i></p> <p>2,500 characters</p>	<p>Include any other information related to program costs that may be relevant to the student. Include:</p> <ul style="list-style-type: none"> • An estimate of required program materials per term (textbook, software, etc. • Tuition classification • Military tuition waivers/reductions • Scholarship information specific to this program

For questions, comments or help e-mail idehelp@sreb.org, include the name of the institution, any specific details or error message.