Department Information For *Electronic Campus* Program Data Entry Form

The following information should be submitted to your *EC* Institutional Coordinator to expedite the process of entering the program information on the *EC* web interface for listing on the *Electronic Campus* and TheTeacherCenter.org websites. There must be information entered into all fields. If a field is not applicable to a specific program, enter N/A or none. All entries should be done in complete sentences, without abbreviations or misspellings. Please return the completed form to the *EC* Institutional Coordinator.

* Publicly Viewable on the *Electronic Campus*	Will the program be generated in student searches on the *Electronic Campus* and TheTeacherCenter.org websites?
* Publicly Viewable on the State *Electronic Campus* site	Will the program be generated in student searches on your state site? For instance, Online College Oklahoma, Texas Distance Education or Louisiana Electronic Campus.
* ACM/*EC*	Do you want this program to be considered for the Academic Common Market/*Electronic Campus*?
* Degree Completer Program	If this program is an Adult Degree Completer Program. Does the program have the following characteristics? 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; There is there an adult learner advocate for this program? This program may be part of a statewide initiative.
* 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).

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* 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.
* Degree Type	Enter the type of degree (e.g. Associate in Science)
* Program Level	What is the degree level of the program? Undergraduate; Graduate or Non-credit?
* For Credit	Is the program offered for academic credit?
Enrollment Capacity *Optional*	What is the number of students allowed into this program for any current year?
* Primary Delivery Format	What is the primary mode of delivery for the program? Internet? Other? If other, provide details in the Mode of Interaction field (see below).
* Program Delivery Type	Is the program Online (80-100% online) or Blended (The program blends online with face-to-face delivery.
On Campus Requirements *Optional* 2,000 characters	Note any on-campus attendance requirement.
* Program Discipline/Subject	Enter the program subject area. Additional information can be found at http://nces.ed.gov/ipeds/cipcode/default.aspx?y=55.
Program Accreditation *Optional* 100 characters	List any programmatic or specialized accreditation for this program.

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*Adult Learner Resources 5,000 characters	Describe services designed to meet the needs of adult students If this program is a degree completer program include information regarding this particular program: 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?
Adult Learner Website *Optional*	List the URL for the portion of the website devoted to adult learners.
Modes of Interaction *Optional* 1,000 characters	List all modes of interaction between the instructor and student and student to student. Examples include: Chat Room; Discussion Board; E-Mail; Online Assignment Submission, etc.
Application Deadline	Indicate the date the application must be received for acceptance into the program. If the application date is open, note "Open."
* Technical Requirements and Resources 5,000 characters	List any special technical issues that a student should be aware of for participation in this program.
*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 Resource 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?

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* 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.
Advising Information and Resources *Optional* 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:
* 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 *Optional* 5,000 characters	List and describe any program considerations that are important for a student considering application to the program.
* Admissions Requirements 5,000 characters	List the general requirements for program admission.
Admissions Office Website *Optional*	List the URL containing the admission information for this specific program or the institution.
* Application Requirements 5,000 characters	Indicate application requirements for both the institution and program.

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Online Enrollment Procedures	Answer all three questions based upon the specific program. - 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?
* Projected Schedule 2,500 characters	Discuss the scheduling requirements for this program
Additional Admission and Schedule Information *Optional* 5,000 characters	Include any information related to the program that may benefit the student.
* Total Number of Credit Hours to Earn a Degree 2,500 characters	Indicate the total number of credits required to earn a degree in this program.
Special Credit Arrangements for the Program *Optional* 2,500 characters	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).
* Average Course Cost	All fields in the cost section must be completed with numbers (i.e., 0.00).
Materials Required and Other Tuition and Fee Considerations *Optional* 2,500 characters	Include any other information related to program costs that may be relevant to the student.

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