Distance Education Blueprint

Shared Distance Services

References:	Awards Directory	Definitions

Information Collection Forms:	Institutional academic portfolio worksheet	Institutional key contact worksheet	Institutional student services worksheet

A: ACADEMIC PROGRAMMING

ONLINE MAJOR	Provide program planning info	Accreditation	Decide programs offered	Determine prog dir lead faculty	Determine academic advisor pool	Designate advisor from pool	Deliver academic advising	Determine degree completion pathway	Determine schedule (courses, faculty, max caps, seats distrib)	Document course schedule & manage seats available	Student academic achievement & program review
Service Center	X					X				X	
College	X	X	X	X	X		X	X	X		X

CAMPUS MAJOR in DE COURSE	Provide program planning info	Accreditation	Decide programs offered	Determine prog dir lead faculty	Determine academic advisor pool	Designate advisor from pool	Deliver academic advising	Determine degree completion pathway	Determine schedule (courses, faculty, max caps, seats distrib)	Document course schedule & manage seats available	Student academic achievement & program review
Service Center	X									X	
College	X	X	X	X	X	X	X	X	X		X

B: STUDENT SERVICES

ONLINE MAJOR	General help on student services	Prospecting	Admissions Advising	College/ program application	College/ program admission processing	Basic skills assessment administration	Transfer process	Online registration	Graduation audit	Employment Placement	Alumni
Service Center	X	X	X	X	X	X	X	X	X		
College	X									X	X

CAMPUS MAJOR in DE COURSE	General help in student services	Prospecting	Admissions advising	College/ program application	College/ program admission processing	Basic skills assessment administration	Transfer process	Online registration	Graduation audit	Employment placement	Alumni
Service Center	X										
College	X	X	X	X	X	X	X	X	X	X	X

C: INSTRUCTION

ONLINE MAJOR	General help & referrals	Hire/ assign	Orient to DE	Support w/ instructional design	Supervise	Evaluate faculty	Authorize transfer of technical credit	Authorize transfer of general educ credit	Award of degree	Quality assurance survey administration
Service Center	X		X	X						X
College	X	X		X	X	X	X	X	X	

CAMPUS MAJOR in DE COURSE	General help & referrals	Hire/ assign	Orient to DE	Support w/ instructional design	Supervise	Evaluate faculty	Authorize transfer of technical credit	Authorize transfer of general educ credit	Award of degree	Quality assurance survey administration
Service Center	X		X	X						X
College	X	X		X	X	X	X	X	X	

D: FINANCIAL AID SERVICES

ONLINE MAJOR	General help in FA	Personalized financial aid advisment	FA Programs available	FA application	Award	Consortium agreements	Packaging	Disbursement	Entrance/ exit loan counseling	Veteran certifying official
Service Center	X									
College	X	X	X	X	X	X	X	X	X	X

CAMPUS MAJOR in DE COURSE	General help in FA	Personalized financial aid advisment	FA Programs available	FA application	Award	Consortium agreements	Packaging	Disbursement	Entrance/ exit loan counseling	Veteran certifying official
Service Center	X									
College	X	X	X	X	X	X	X	X	X	X

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E: ACADEMIC/TECHNICAL SUPPORT SERVICES

ONLINE MAJOR	General help in support services	Proctoring forms	Proctor services provision	Accomodation services	Tutoring	Online library webpage coord	Library resources & ref services	Referrals to online tech support
Service Center	X	X				X		X
College	X		X	X	X		X	X

CAMPUS MAJOR in DE COURSE	General help in support services	Proctoring forms	Proctor services provision	Accomodation services	Tutoring	Online library webpage coord	Library resources & ref services	Referrals to online tech support
Service Center		X				X		X
College	X		X	X	X		X	X

F: BOOKSTORE (FINANCE)

ONLINE MAJOR	General help	RFP	Interagency agreement w/vendor	Booklist coord	Special supply purchase orders	Supply coord	3rd party pay arrangements w/bookstore	Revenue from book sales
Service Center	X			X				
College	X	X	X		X	X	X	X

CAMPUS MAJOR in DE COURSE	General help	RFP	Interagency agreement w/vendor	Booklist coord	Special supply purchase orders	Supply coord	3rd party pay arrangements w/bookstore	Revenue from book sales
Service Center	X			X				
College	X	X	X		X	X	X	X

G: FINANCE

ONLINE MAJOR	General help	Personnel budgets (faculty)	Faculty payroll	Program /Course Budget (supply, equip)	Purchase Orders	Tuition Fees	Billing (AR)	3rd Party Pay for Tuition & Fee	60/40 Distribution
Service Center	X								
College	X	X	X	X	X	X	X	X	X

CAMPUS MAJOR in DE COURSE	General help	Personnel Budgets (faculty)	Faculty Payroll	Program /Course Budget (supply, equip)	Purchase Orders	Tuition Fees	Billing (AR)	3rd Party Pay for Tuition & Fee	60/40 Distribution
Service Center	X								
College	X	X	X	X	X	X	X	X	X