

ADDING A NEW PROGRAM FOR COMMUNITY/TECHNICAL COLLEGES

- ✓ In the [Institution Program Inventory Maintenance](#) click on Apply New Program and enter a Program Code, Program Description, Award Level, Award, Hours, and Program Start Date (year/month)

[New Program Application]

*Program Code:

*Program Description:

*Award Level:

*Award:

*Number of Credit Hours:

*Program Start date:

*Perkins Approval:

Comments/Justification:

- ✓ [Program Code](#) is an abbreviated version of this Program (part of the PALA—unique identifier for all Programs)
 - EX: MATH101
- ✓ [Program Description](#) is the full name of the Program
 - EX: Math for Freshmen (MATH101 from above example)
- ✓ [Award Level](#) is the Award associated with this Program (also part of PALA)
 - EX: Assoc, Technical Certificate (CERTA, CERTB, CERTC), SAPP (Stand Alone Parent Program)
- ✓ [Award](#) is the abbreviated version of the Award Level (last part of PALA)
 - EX: AAS for Associates, CERT for Certificate (add A, B or C depending on Credit Hours)
- ✓ [Number of Credit Hours](#) is how many total Credit Hours is needed to achieve the Award
- ✓ [Program Start Date](#) is the year and month when this Program will be available to students to enroll in
- ✓ [Perkins Approval](#) is where you mark if you want this Program to be eligible for Perkins funding (this will add another step onto the approval process)
- ✓ [Comments/Justification](#) allows you to add any reason or comments for adding this Program