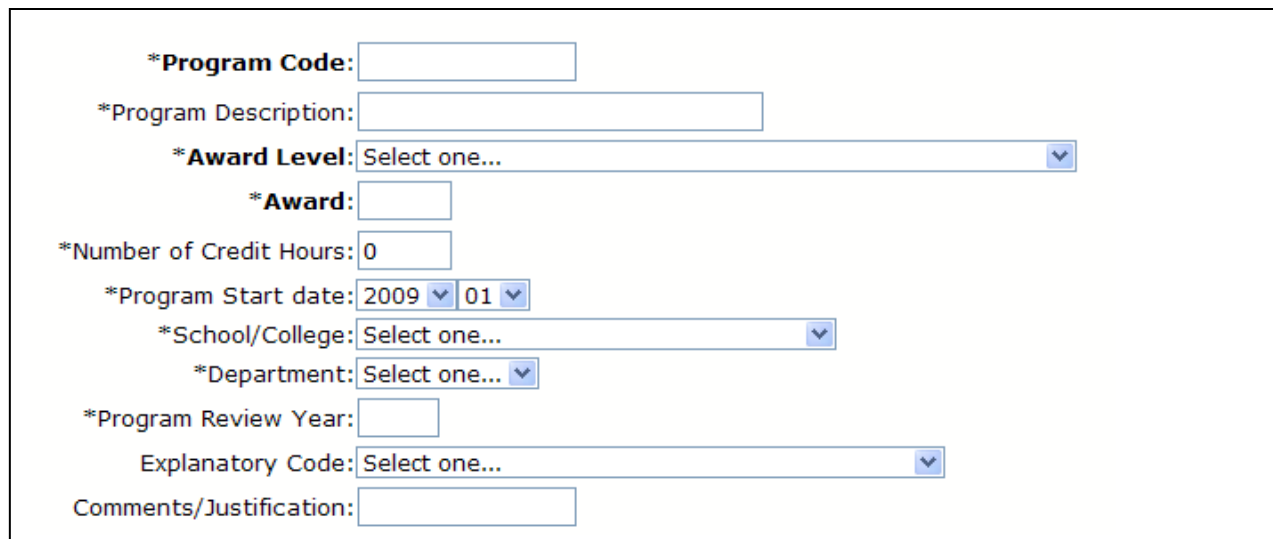


## ADDING A NEW PROGRAM FOR UNIVERSITIES

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



\*Program Code:

\*Program Description:

\*Award Level: Select one...

\*Award:

\*Number of Credit Hours:

\*Program Start date: 2009  01

\*School/College: Select one...

\*Department: Select one...

\*Program Review Year:

Explanatory Code: Select one...

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 associate with this Program (also part of PALA)
  - EX: Associate, Bachelor, Postsecondary Undergraduate Certificate, Masters, Post-Masters, Post Baccalaureate Certificate, Doctor's Degree-Research/Scholarship, Doctor's degree-Professional Practice, Doctor's Degree-Other
- ✓ [Award](#) is the abbreviated version of the Award Level (last part of PALA)
  - EX: BA for Bachelor, CERT for Certificate, MAST for Masters, etc.
- ✓ [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
- ✓ [School/College](#) is what School/College this Program will be based in (these are specific to your institution)
  - EX: School of Arts & Sciences, School of Business, College of Education, etc.
- ✓ [Department](#) is which Department in that School/College this Program is based in (institution specific)
  - EX: Health, Sport & Exercise Science Department in the School of Education
- ✓ [Program Review Year](#) is the year that the program will be presented to the Board in the annual Program Review
- ✓ [Explanatory Code](#) explains the purpose of this Program (not required)

Don't forget to Save in order to come back later to work on your new Program, then Submit when you are ready for Review