2.0 ONLINE PROGRAM ON-BOARDING PROCESS V1.3

C IMEDACAM

ARGORPR EGANAMLAST UPDATED: MAY 7TH, 2013 START

2.1 MEET WITH SCHOOL/COLLEGE REPRESENTATIVES AND EXPLAIN ONLINE MODEL

NO

YES E NILNON AED& O

OCEND

2.38 WEEKLY STATUS UPDATES AND FOLLOW UP

2.23 SCHOOL/COLLEGE IDENTIFIES, ASSIGNS FACULTY FOR COURSE(S) DEVELOPMENT AND SENDS SIGNED MOU

R ARTSIGER/

ECIFFO,

TKM,

SS,

DIB EW2.5 1.0 STRATEGIC ONLINE PROGRAM ON-BOARDING DECISION MAKING

2.3 INFORM THE ACADEMIC PROGRAM MANAGER OF NEW ONLINE PROGRAM ON-BOARDING

2.4 SCHOOL/COLLEGE INTERESTED IN OFFERING PROGRAM ONLINE MEETS WITH ONLINE DEAN

PEARSON RUNS PROGRAM MARKET RESEARCH AND PRESENTS RESULTS TO ONLINE PROGRAM ON-BOARDING COMMITTEE

2.8 RECEIVES NOTIFICATION AND INITIATE CONTACT WITH

2.19 PROGRAM FEES?

COLLEGE/SCHOOL

2.9 SEND WELCOME PACKAGE AND MOU TO SCHOOL/COLLEGE

2.20 SCHOOL/COLLEGE SUBMITS ADD TUITION/FEES TABLE AND CALCULATOR REQUEST TO TUITION OFFICE

2.7

2.2 SCHOOL/COLLEGE

YES

AGREES?

2.6 ONLINE DEAN APPROVES PROGRAM?

NO

INFORM SCHOOL/COLLEGE OF MARKET RESEARCH RESULTS

2.18

2.21 SCHEDULE AND COMPLETE

NO

COMPLETE PROGRAM/COURSE DISCOVERY MEETING WITH SCHOOL/COLLEGE

ROLL-OUT TIMELINE AND BUDGET

2.24 RECEIVES, REVIEWS AND SENDS MOU TO FISCAL BUSINESS OFFICE, SCHEDULE LEARNINGSTUDIO AND BOOT CAMP TRAINING,

2.26 FISCAL BUSINESS OFFICE RECEIVES AND REVIEWS MOU

2.40 MONITOR LAUNCH & CONTINUE COURSE(S) DEVELOPMENT

AND INITIAL MEETING WITH ID

YES 2.30

REVIEWS, IDENTIFIES ISSUE(S) AND INFORMS SCHOOL/COLLEGE

2.31 SCHOOL/COLLEGE MAKES CHANGES, SIGNS MOU AND SENDS IT TO ACADEMIC PROGRAM

NO

MANAGER 2.26 ID STARTS COURSE(S) DEVELOPMENT AND SUPPLEMENTAL MATERIALS

2.39 YES

IS THE FIRST SESSION

2.10 NEW OR EXISTING

READY FOR LAUNCH?

PROGRAM?

EXISTING

2.22 KICK-OFF

NO

MEETING WITH MARKETING,

2.11 REQUEST SCHOOL/COLLEGE TO REQUEST A PROGRAM

NEW

2.32

INSTRUCTIONAL

2.17 RECEIVES PLAN CODE AND CONFIRMATION

DESIGN, STUDENT SERVICES AND WEB TEAM

APPROVAL TO

2.15 REQUEST REGISTRAR OFFICE TO ENTER PLAN CODE IN PEOPLESOFT AND INFORM THE PROVOST OFFICE TO

2.25

RECEIVES, SEND MOU TO

REVIEWS AND FISCAL

SENDS IT TO BUSINESS

FISCAL OFFICE FOR

BUSINESS PAYMENT

OFFICE FOR PAYMENT THE PROVOST OFFICE

ADD PROG TO DEGREE SEARCH

2.12 SCHOOL/COLLEGE SUBMITS REQUEST FOR PROGRAM APPROVAL TO PROVOST OFFICE

2.35 WEB TO INCLUDE PLAN

END

CODE IN RFI 2.14

2.28

2.29 FISCAL 2.13

BUSINESS RECEIVED

OFFICE INFORMS APPROVAL?

ACADEMIC PROGRAM MANAGER SCHOOL/COLLEGE SENDS PLAN CODE TO THE REGISTRAR OFFICE

2.27 READY FOR PAYMENT?

YES

FISCAL BUSINESS OFFICE PROCESS PAYMENT

2.16 REGISTRAR OFFICE RECEIVES THE REQUEST, ENTERS THE PLAN CODE IN PEOPLESOFT, ADDS PROGRAM IN DEGREE SEARCH AND SENDS CONFIRMATION TO ACADEMIC PROGRAM MANAGER

YES

NO

2.34 2.33 MKT TO PRODUCE

STUDENT SERVICES AND/OR TALKING POINTS

ADVISING TEAM AND VERBIAGE

TO TRAIN AND FOR ENROLLMENT TRAINING

INFORM ENROLLMENT COACH'S OF NEW PROGRAMS

2.36 OPERATIONS BUSINESS ANALYST TO INCLUDE PLAN CODE IN PARTIAL APP PROCESS

2.37 MKT ADDS NEW PROGRAM IN MKT AND SOCIAL CAMPAIGNS