

## A Step-By-Step Guide to Enter Your Program Information

Tips are provided to help you plan for the submission of the information to use the new features available in the platform.

This information will be used to populate the main title listing for each program featured in the directory.

The screenshot shows the 'Create New Program Listing' form. At the top, there is a navigation bar with 'Overview', 'Edit User Profile', 'Create New Listing', and 'Renew Listings'. Below this, the form is titled 'Create New Program Listing' and contains the following fields:

- Institution \*
- College \*
- Department \*
- Program \*

Below these fields is a section titled 'Program Contact Info'.

TIP: List degree type followed by the degree name in **Program** field. This will allow users to differentiate between multiple listings from your institution in the site. Example: M.A. – ACPA University

The Program Contact and Program Coordinator information can be the same or different. Some programs may wish to provide contact information for a support staff or graduate student, and list the faculty who coordinates the program under the coordinator section. **ONLY** the contact information will be visible to the user on your listing.

The screenshot shows the 'Program Contact Info' and 'Program Coordinator' sections. The 'Program Contact Info' section includes:

- Name: Title, First, Middle, Last, Suffix
- Country: - None -
- Email
- Website

The 'Program Coordinator' section includes:

- Name: Title, First, Last, Suffix
- Email
- Include Program Coordinator on all site communications

TIP: Click the include program coordinator if the program contact information is different and you want this individual copied on any correspondence that originates from the listing.

Program location information is designed for programs that have multiple locations for their academic program. Currently only address is available. We will be adding a field for Campus Name to distinguish between campuses where applicable.

The screenshot shows the 'Program Locations' section. It includes:

- Locations
- Country: - None -
- [Add another item](#)

TIP: Leave Country as "None" if you don't have multiple sites or you want to edit at a later date when we have added the campus name field. Otherwise the Program Location will only include a listing of the address fields.

## Begin to enter the data about your specific program!

### Degrees

M.S.  M.A.  Ph.D.  Ed.D.  Specialist  Certificate

TIP: Click ONE degree. This field will be linked to the search mechanisms for the user.

### Emphasis

Administrative Leadership       Community College Leadership  
 Adult Education                       International Education  
 College Teaching                       Student Learning & Development

TIP: Click as many as applicable for emphasis.

### Program Statement

B I U S | x x<sup>2</sup> I<sub>x</sub> | ¶ ¶¶ ¶¶¶ | BB BB | ↶ ↷ ⌂

0 / 0 symbols, 1 words

TIP: You can copy and paste the description

Meets ACPA Commission for Professional Preparation Standards\*

No  Yes

## Visitation dates allow you to list date ranges and multiple dates.

Degree

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### Campus Visitation

No  Yes

Visitation Program Dates

Show End

Date

Date   
E.g., 07/30/2015

Date   
E.g., 07/30/2015

to:

[Add another item](#)

Requirement information will also be linked to the search mechanism that can be used by the user.

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### Requirements

Entrance Exam \*

GRE  GMAT  None Required  Other

Assistantship Required \*

No  Yes

Assistantship Placement Assistance \*

No  Yes

Attendance

Full time  Part time

Program Delivery

In-person  Online  Hybrid  Other

Required Course Schedule

Day  Evening

Thesis \*

Yes  No  Optional

Comprehensive Exam Required \*

No  Yes

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TIP: Select as many as applicable for those fields that are not marked with a red asterisk.

Thesis is a required field and will be changed to also include dissertation. For doctoral programs you will want to click "yes" for doctoral programs with dissertation requirements

**NEW Features!** We would advise you to prepare these documents in advance for easy loading during your submission process.

No  Yes

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### Program Resources

Documents

Documents  no file selected

Videos

Video URL

Enter the url to the desired video. **Only videos from Youtube.com and Vimeo.com are supported.**

[Add another item](#)

Websites

Title	URL
<input type="text"/>	<input type="text"/>

The link title is limited to 128 characters maximum.

[Add another item](#)

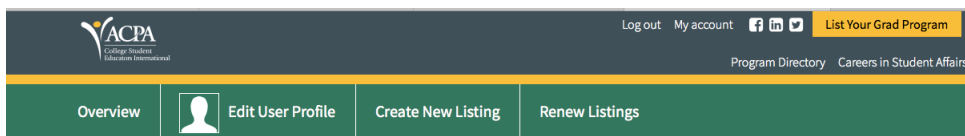
TIP: You can upload PDF documents for prospective students to reference. Items may include brochures, mission statements, program of study files, list of faculty, etc.

TIP: When loading documents you will be asked to provide a description. Please note that the description is the link that will be visible on your listing.

TIP: This is a great new feature that you can highlight institutional videos and program videos. Think about admissions, student affairs, research centers, and athletics. The videos will appear similar to how they list on YouTube with the screen shot.

TIP: Websites allow you to feature research centers, tuition rates, student associations etc. The title of the website will list in the order in which you enter the information.

**Multiple Institutional Listings:** If you offer multiple degrees within your program you will need to enter a listing for each program. This allows for the user to be able to search programs appropriately. Once you have completed your first listing, you can click on “Create New Listing” on the top title bar. This will begin the process for a new degree listing.



Overview

User Profile

**Payment Process:** Select “Check” to pay for your purchase. This will trigger the ACPA IO to make the listing “live”.

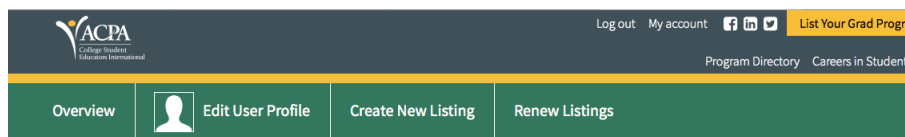
<input checked="" type="checkbox"/>	Indiana University — School of Education Educational Leadership and Policy Studies -- Ed.D. - Higher Education Administration EXPIRES ON: JULY 24, 2015	\$100.00
<input checked="" type="checkbox"/>	Indiana University — School of Education Educational Leadership and Policy Studies -- Ph. D. - Higher Education Administration EXPIRES ON: JULY 23, 2017	\$100.00
<input checked="" type="checkbox"/>	Indiana University — School of Education Educational Leadership and Policy Studies -- M.S.Ed. - Higher Education and Student Affairs EXPIRES ON: JULY 28, 2017	\$100.00
TOTAL (4 ITEMS)		<b>\$400.00</b>

TIP: Ignore the cost total if you have entered multiple institutions. Each institution will be invoiced \$100 for 2-years that includes unlimited number of degree program listings.

Payment Options



**Editing:** Once you have created your listing, you will be able to go back into the directory and make changes at any time.



## Overview

### User Profile

**Dr. Danielle Marie DeSawal**  
(812) 856-8382

### My Directory Listings

Indiana University — School of Education

Educational Leadership and Policy Studies -- M.S.Ed. - Higher Education and Student Affairs

EXPIRES ON: JULY 28, 2017

[Edit](#) | [Unpublish](#) | [Renew this subscription](#)

27  
Views

TIP: Once your listing has been made live by ACPA IO you will see the options to Edit – Unpublish – Renew this subscription appear when you are logged in on the site. To edit, simply click edit. Please remember you will not see this immediately upon submission.

### Questions:

Please contact Chris McRoberts at the ACPA International Office if you are having technical issues.