

SURVEY OF EXTENSION AND DISTANCE
EDUCATION PROGRAMS FORM
Fall of the Previous Academic Year

INSTRUCTIONS

The Survey of Extension and Distance Education Programs asks for information regarding **previous academic year** enrollment for each site at which your school conducted extension or distance education courses or programs. Use the following list to determine the correct extension site/distance education program "type number." Also, see the ARF Program Notes below regarding the Survey of Extension and Distance Education Programs form.

IT IS IMPORTANT TO NOTE THAT ALL EXTENSION SITES WHERE HALF OR MORE OF THE CREDITS REQUIRED FOR A DEGREE--AS WELL AS ALL DISTANCE EDUCATION SITES--MUST BE REVIEWED AND ACCREDITED INDIVIDUALLY BY THE BOARD OF COMMISSIONERS OF THE COMMISSION ON ACCREDITING. MERELY LISTING THE SITE IN YOUR ANNUAL REPORT FORM IS NOT SUFFICIENT FOR ACCREDITATION.

Type 1: An extension site or sites where courses are offered occasionally but not on an ongoing basis. Report all occasional extension courses on one line, recording "*Occasional Extension Courses*" under "Identification of Extension Site" and "*Various*" under "Location." Total the number of courses and previous year's enrollments. Do not report degree programs.

Type 2: An extension site where courses are offered on an ongoing basis, but fewer than half the credits required for an ATS-approved degree may be earned. Report each extension site on a separate line. If offered at an institution, please list under "Identification of Extension Site" and enter the City, ST/PROV under "Location." Total the number of courses and previous year's enrollment. Do not report degree programs.

Type 3: Type 3 has been replaced by Types 4 and 5 as explained below.

Type 4: An extension site where courses are offered on an ongoing basis, and half or more (but not all) of the credits required for an ATS-approved degree may be earned. Report each extension site on a separate line. If offered at an institution, please list under "Identification of Extension Site" and enter the City, ST/PROV under "Location." Total the number of courses and previous year's enrollment. Do report degree programs.

Type 5: An extension site where one or more ATS-approved complete degree programs may be earned. Report each extension site on a separate line. If offered at an institution, please list under "Identification of Extension Site" and enter the City, ST/PROV under "Location." Total the number of courses and previous year's enrollment. Do report degree programs.

Type 6: Occasional distance education courses are offered but not on an ongoing basis. Report all occasional distance education courses on one line, recording "*Occasional Distance Education Courses*" under "Identification of Extension Site" and "*Various*" under "Location." Total the number of courses and previous year's enrollments. Do not report degree programs.

Type 7: Ongoing distance education courses are offered. Characterize the delivery mode under "Identification of Extension Site" (e.g., Internet, compressed video, correspondence, etc.) If delivered to one site, list that location under "Location." Do not report degree programs.

Type 8: A distance education program or programs. Characterize the delivery mode under "Identification of Extension Site" (e.g., Internet, compressed video, correspondence, etc.) If delivered to one site, list that location under "Location." Do report degree programs.

Add a Site

This form is designed to identify each site at which your school conducted extension or distance education courses or programs during the **previous academic year**. Each site must be entered, one at a time. First, click the Add button located at the top left of the page. On the form that opens, select the appropriate Type number for the extension/distance education site based on the definitions listed above. Enter a unique name for the site and click the Add Site button. Click the Page 1 button to return to the table listing your extension site. Click on the site name link in the Identification column of the table. Fill in the rest of the information as required for each site type.

If the site is a Type number 4, 5, or 8—at which partial or entire degrees may be earned—there will be an area to enter up to five degree programs that are offered at the site. A drop-down box will show available degrees.

Sites that have been entered are listed in type number order and then alphabetically by site name. Once a site has been entered, only location, enrollment, and degree information may be edited. If a site needs to be re-classified to a different type or given a new site name, the entire site will have to be deleted using the Delete button and then re-created using the Add Site button as explained above.

ARF PROGRAM NOTES

There are some fields in which you will not be allowed to enter data, such as Total fields that are calculated or contain amounts that are brought forward from another part of the form—the type in these fields will be navy blue.

Totals: Column and row totals will be generated automatically during data input—the type in these fields will be navy blue. Some forms require certain totals to match other forms' totals or totals on previous pages.

Decimals: Most fields on ATS forms require whole numbers. If you enter decimals for these fields, the program will round the number to the nearest whole.

Comments: A comments field has been added to each of the ARF forms. The comments field is accessed by clicking the Comments button located in the upper left corner between the Print and Close buttons.

Printing: Because of a change in the Windows operating environment, some users are unable to send a copy of their reports to their local printer by clicking on the Printer icon. There is, however, another way to print your forms:

- Select the Print button from the data entry screen as usual.
- Once the printable version of the report appears, drop down the menu attached to the "Export" icon near the top of the window and choose the Acrobat (PDF) file option. (see figure 1)
- Select Open when prompted
When using Microsoft Internet Explorer: The prompt may appear at the bottom of the window and look similar to figure 2.
- A new window will open the report independent of the database and can be saved or printed.

Figure 1

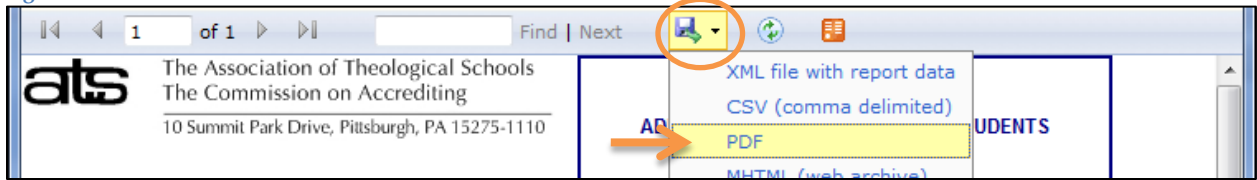


Figure 2

