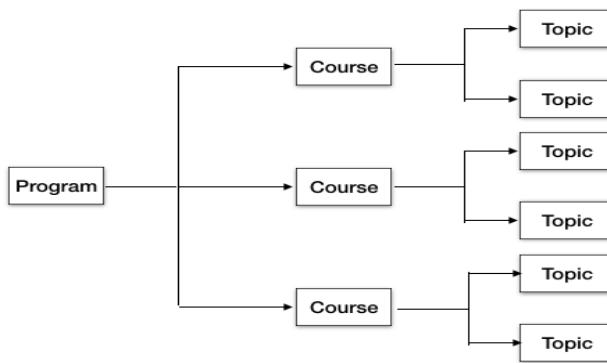


Program Management

Program

A Program will have an educational curriculum defined by your institute to streamline the learning process and goals in each subject or course.

For example, Economics Major would be a Program taught at an institution that will have various courses within.



Program Enrollment

Program Enrollment is the record of enrollment of a student in a given program and chosen courses for a particular Academic Term.

To ensure that students are associated with a particular program in the system, their Program Enrollment must be created. The mandatory course in that program is automatically filled in the Enrolled Courses table while the elective or optional courses can be selected manually.

If the student has applied online for the admission in a particular **Program** and the application is approved, then the Program Enrollment can be created from within the Student Applicant record via clicking on the **Enroll** button. Checkout Student Applicant for more information on this.

To access Program Enrollment, go to:

Home > Education > Admission > Program Enrollment

1. Prerequisites

Before creating a Program Enrollment, it is advisable that you create the following first:

1. Student
2. Program
3. Student Category
4. Student Batch
5. Academic Year
6. Academic Term
7. Course
8. Fee Structure

2. How to create a Program Enrollment

1. Go to Program Enrollment List and click on new.
2. Select the Student whom you are getting enrolled in the program.
3. Select the Program under which you are getting the student enrolled.
4. Enter the Academic Year for which the student is getting enrolled.
5. The Enrollment Date for the form would by default be set on the current date, the same, however, can be changed if needed.
6. Save and submit.

2.1. Additional Options while creating a Program Enrollment

1. **Student Category:** Select the category if the student belongs to a particular student category.
2. **Academic Term:** Select the Academic Term.
3. **Student Batch:** Select the batch if the student belongs to a particular student batch.
4. **Student House:** Select the House if the student belongs to a particular student house.
5. **Boarding Student:** Check this if the Student is residing at the Institute hostel. In this case, the fee structure would accordingly be updated.

3. Features

3.1. Transportation

Select the mode of transportation for the student to and from the Institute and the Vehicle Number.

3.2. Enrolled Courses

Select and add the courses which the student has opted to study during the course of the program.

The screenshot shows a software interface for 'Program Enrollment'. At the top, there are navigation links for 'Education > Program Enrollment'. The main area is titled 'Philip Thomas • Draft'. On the left, there are sections for 'Shared With' and a note that the user edited the document a few seconds ago. The right side shows 'Mode of Transportation' (Institute's Bus) and 'Vehicle/Bus Number' (MH 29 C 9318). Below this is a table titled 'ENROLLED COURSES' with a header row for 'Course' and 'Course Name'. The table contains five rows of course information, each with a checkbox and a dropdown arrow. At the bottom of the table is a 'Add Row' button.

3.3. Fees

Select and add the Academic Term, Fee Structure, Student Category, Fees Due Date and Fees Amount to be paid by the student for the enrollment to the course.

Program Enrollment Tool

The Program Enrollment Tool can be used in cases when you want to bulk Enroll new students to a Program, or when old or existing students, who are already enrolled to a program are needed to be enrolled to a new program.

To access the Program Enrollment Tool, go to:

Home > Education > Tools > Program Enrollment Tool

1. How to create Student Enrollment using the Student Enrollment Tool

- Get Students From:** If you are enrolling a new student, you can fetch the students from the **Student Applicant** or if you are promoting the older students you can fetch them from the **Program Enrollment** itself.
- Academic Year:** Enter the Academic Year for which the new students had applied or under which the existing students were enrolled.
- Academic Term:** Enter the Academic Term for which the new students had applied or under which the existing students were enrolled.

4. **Program:** Enter the Program for which the new students had applied or under which the existing students were enrolled.

1.1. Fetching Students

Once you click on the **Get Students** button, the system will fetch the list of all the students matching with the above-specified criteria. You can then delete a record if you wish to.

1.2. Enrollment Details

- If the student list is fetched from the Student Applicant list, you can enter a New Student Batch Name under which all the New Students will be enrolled.

	Student Applicant	Student	Student Name	Student Batch Name
<input type="checkbox"/>				
<input checked="" type="checkbox"/>	1	EDU-APP-2020-00001	Rubie Anne Becker	

- If the student list is fetched from the existing Program Enrollment, you will be asked to enter the details of the new Program like Program Name, Academic Year, Academic Term and New Student Batch.

Program Enrollment Tool

Get Students

Students

	Student Applicant	Student	Student Name	Student Batch Name	
<input type="checkbox"/>		EDU-STU-2020-00001	Robert Michael Darby	EM-Batch 2	▼
<input type="checkbox"/>	1				
<input type="checkbox"/>	2	EDU-STU-2020-00019	Faith Ann	EM-Batch 2	▼

Add Row

ENROLLMENT DETAILS

New Program: Economics Major: Term 2

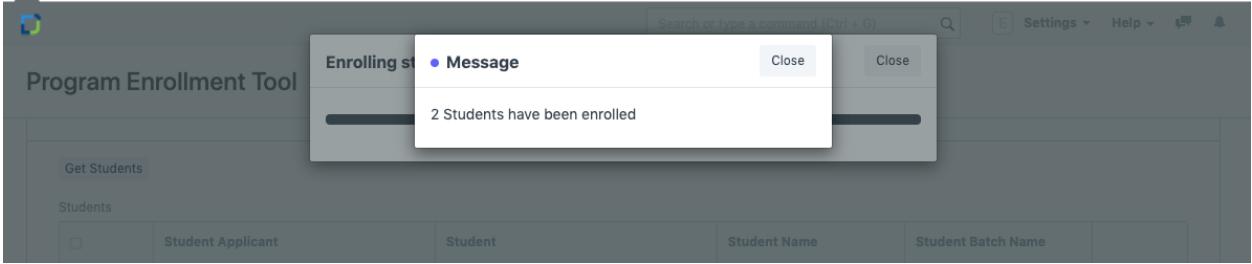
New Academic Year: 2019-20

New Student Batch: EM-Batch 2

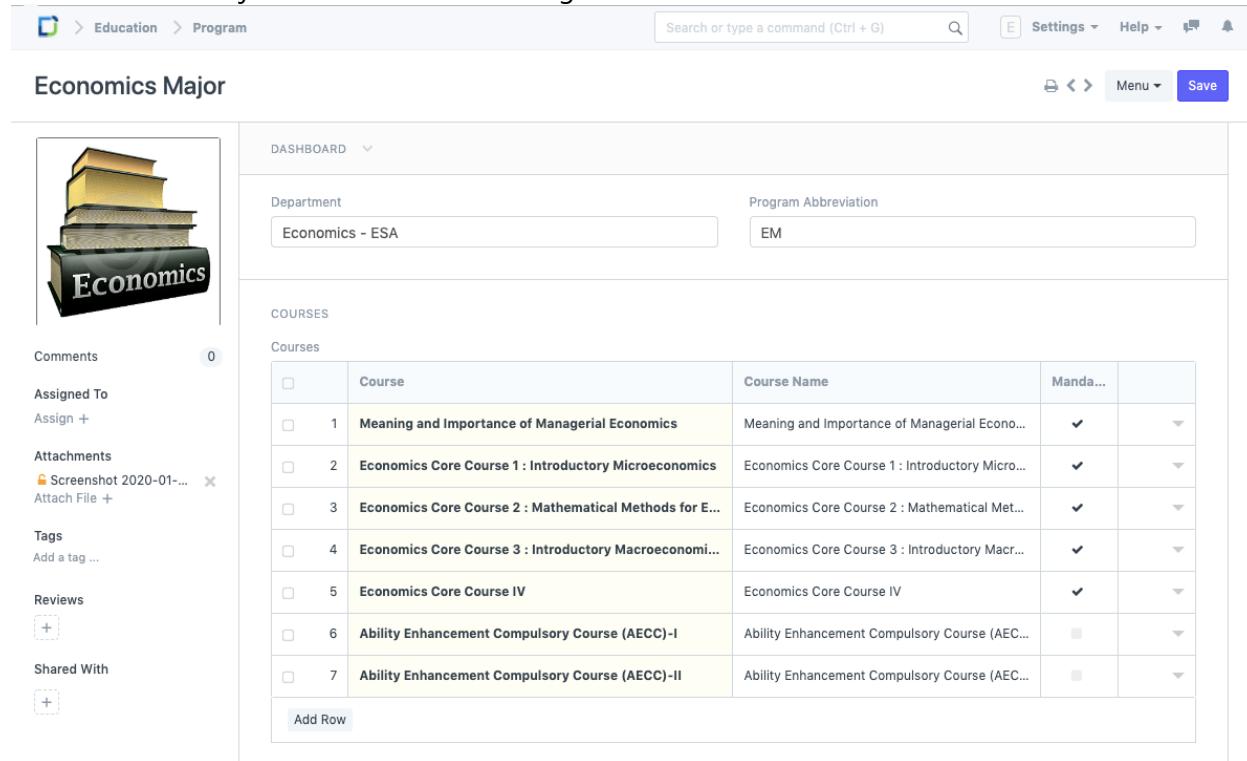
New Academic Term: 2020-21 (Semester 1)

Enroll Students

- Once all the details have been entered, click on **Enroll Students** to create Program Enrollment in bulk.



An Economics major would look something like this:



Economics Major

DASHBOARD

Department: Economics - ESA

Program Abbreviation: EM

COURSES

	Course	Course Name	Manda...	
<input type="checkbox"/>	1 Meaning and Importance of Managerial Economics	Meaning and Importance of Managerial Econo...	✓	▼
<input type="checkbox"/>	2 Economics Core Course 1 : Introductory Microeconomics	Economics Core Course 1 : Introductory Micro...	✓	▼
<input type="checkbox"/>	3 Economics Core Course 2 : Mathematical Methods for E...	Economics Core Course 2 : Mathematical Met...	✓	▼
<input type="checkbox"/>	4 Economics Core Course 3 : Introductory Macroeconomics	Economics Core Course 3 : Introductory Macr...	✓	▼
<input type="checkbox"/>	5 Economics Core Course IV	Economics Core Course IV	✓	▼
<input type="checkbox"/>	6 Ability Enhancement Compulsory Course (AECC)-I	Ability Enhancement Compulsory Course (AEC...	■	▼
<input type="checkbox"/>	7 Ability Enhancement Compulsory Course (AECC)-II	Ability Enhancement Compulsory Course (AEC...	■	▼

Add Row

To access the Program list go to:

Home > Education > Masters > Program

1. Prerequisites

To create a New Program, it is advised to create the following first:

1. Department
2. Course

2. Creating a New Program

1. Go to the Program list and click on New.
2. Enter the Program Name and the Program Abbreviation.
3. Select the Department for the Program.
4. Select and add the courses within the Program.
5. Save.

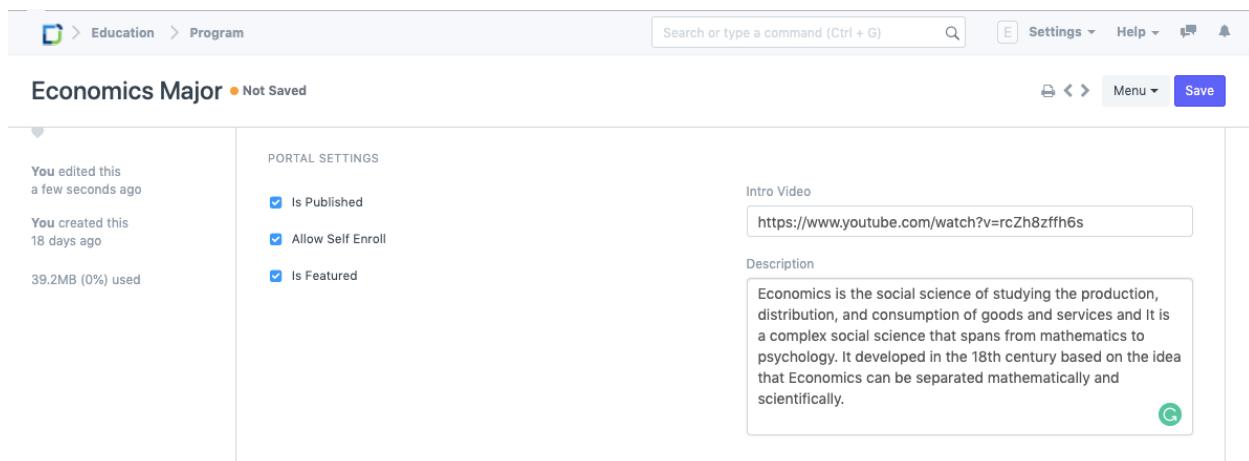
2.1 Alternate ways of creating a new Program

A new program can also be created from a course, in the following way:

2.2 Additional Options while creating a new Program

- **Portal Settings**

- **Is Published:** For every program created in DellSuite, there is a check-box in the Portal settings, that allows the Program to be published on the portal. This can facilitate Self Enrollment and other settings for the program. Once this box is checked, the following options will be available for the user.
- **Allow Self Enroll:** Once this box is checked, the students/applicants would be able to enroll themselves for the program on the portal.
- **Is Featured:** Enabling this option would allow the program to be featured on the portal.
- **Intro Video:** Enter the link for the video that you wish to add an Introductory Video for the Program.
- **Description:** Add the description of the Program which you want to be visible on the portal.



The screenshot shows the DellSuite interface for creating a new program. The top navigation bar includes 'Education > Program', a search bar, and various settings and help icons. The main content area is titled 'Economics Major' and shows the status 'Not Saved'. On the left, a sidebar displays activity logs: 'You edited this a few seconds ago', 'You created this 18 days ago', and '39.2MB (0%) used'. The main panel is titled 'PORTAL SETTINGS' and contains four checked checkboxes: 'Is Published', 'Allow Self Enroll', 'Is Featured', and 'Intro Video'. The 'Intro Video' field is populated with a YouTube URL: 'https://www.youtube.com/watch?v=rcZh8zffh6s'. Below this, the 'Description' field contains the text: 'Economics is the social science of studying the production, distribution, and consumption of goods and services and it is a complex social science that spans from mathematics to psychology. It developed in the 18th century based on the idea that Economics can be separated mathematically and scientifically.' A green circular icon with a 'G' is visible in the bottom right corner of the description box.