Contact is made for the course.
Date: ____________
By: ______________

Course Description, syllabus, and Lesson Plan are customized to meet customer need.
Date: ____________

Course is Selected by mutual agreement between Academic Department and Contractor.
Date: ____________

The office of the Registrar requested to approve:
- Credit Hours
- Course Status (for Credit of P/F)
- Block Allocation (if requested)
- Late Registration Date (if requested)
- Withdrawal Date

Contract is developed on:
Necessary signatures are obtained.
Chair _______________________ Registrar
Director ETS ____________________ VP AA
Agency Rep ____________________

Contract is approved

Contractor is entered in the rate table to avoid bills for the students.
Date: ____________
By: ______________

Registration and Admission materials are obtained for each student to be in the course.
1. Application
2. Permission to pull teaching certification data
3. Transcript request form
4. Transcript fees

Students are:
1. Admitted to SCSU
2. Enrolled in the course

Grades are obtained and entered into the system.
Date: ____________

Sample student work is collected. All data is Filed as per SACS Guidelines

Upon receipt funds are deposited into the Department of ETS account/General Fund

Contractor is invoiced.

Contractor provides Instructor?
- Yes
- No

An instructor is selected
Date: ____________
Instructor: ______________

Contractor is requested for an Instructor.

Chair is requested for an Instructor.

Delivery mode is selected

Site is selected

Place the course in the system

Course Delivery Assistant: Mails...
The final Contract, Applications Directions a self-addressed envelop to the agency contact person.
Date: ____________

Course Description, syllabus, and Lesson Plan are customized to meet customer need.