

Guidelines for Onboarding New Online Graduate Programs

As you think about starting an online program or adding online delivery during the Academic Planning process, consider these guidelines to self-assess your program's digital immersion readiness.



1. Be prepared to scale your program

Scalability requires that there are no caps on admissions or enrollment.

Ensuring students who meet admission requirements have a seat in the program is part of our access mission and one we take seriously.



4. Forecast demand and growth

Staff-up faculty and student support so you can plan effectively to meet the needs of your student body.

Work in partnership with your leadership team and your EdPlus Program Management team to create a forecast of enrollments (based on historical enrollment in like programs) to give you a picture of what to expect.



2. Create carousel of course offerings

Your graduate courses need to be offered in 7.5 week structure. Course carouseling is a way to offer pertinent, required courses in a rolling pattern that allows for student completion within the shortest amount of time.

EdPlus's Instructional Design team will support you in the process of course development.



5. Use rolling admission decisions

Create an expedited process in an effort to accommodate applications up to three weeks prior to start and ensure that students receive decisions quickly.

Digital immersion graduate students typically submit applications promptly and expect admission/enrollment decisions quickly.

Ideally, admissions decisions and communications to the student will be made within 2 weeks of application, if not sooner.



3. Offer at least three enrollment starts

Minimum needed to be successful for graduate programs each academic year.

Six enrollment starts are required for undergraduate programs.



6. Enroll faculty in the Masterclass for teaching

The Instructional Design team at EdPlus offers this course for faculty who will be teaching online.

Faculty can sign up here: links.asu.edu/asuofacultycenterenrollment

Contacts for Program Management:

If you are unsure of where to start, please contact your Program Manager for additional support and guidance in the process. *Program Managers with associated colleges are listed below.

Engineering, Interdisciplinary and Innovation:

Fulton Schools of Engineering programs, College of Interdisciplinary Sciences and Arts, School for the Future of Innovation in Society, School of Sustainability

Program Manager: Erica Green, email: erica.g.green@asu.edu

Health and Physical Sciences:

College of Nursing and Health Innovation, College of Health Solutions, CLAS Science programs

Program Manager: Joshua Weinberg, email: josh.weinberg@asu.edu

Public and Social Services:

Public Service and Community Solutions, Sandra Day O'Connor School of Law, New College of Interdisciplinary Arts and Sciences, Mary Lou Fulton Teachers College

Program Manager: Emily Callahan, email: emily.callahan.1@asu.edu

Business Management and Professional Communications:

W. P. Carey School of Business, Thunderbird School of Global Management, Walter Cronkite School of Journalism

Associate Director: Carolyn Culley, email: carolyn.culley@asu.edu

Humanities and Arts:

College of Liberal Arts and Sciences (all but Science), Herberger School of the Arts

Program Manager: Laura Polk, email: laura.e.polk@asu.edu

Course Management and Development Compensation:

Bronson Cudgel, email: bcudgel1@asu.edu

All units.

Project Management for Instructional Design:

Debra Sims, email: dsims6@asu.edu

All units.

For a PDF with live links visit graduate.asu.edu/bestpractices