



## OPEN LEARNING

### Application Preview Guide

The following information appears in the Open Learning Application. Use this guide to prepare and collect the required information before beginning the online application.

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### Application Fields and Questions

#### Application Type

Select one:

- New
- Existing

#### Course Identification

- **Course Name**
- **College, School, or Division**
- **Department, Functional Area, or Unit Name**
- **Previous Approval Number** (*Applicable if notifying of existing course approval updates or subsequent offerings.*)
- **Course Fee**
- **Enrollment Start and End Dates**
- **Course Start and End Dates**
- **Course Description**
- **Intended Audience:** Identify demographic, UMD faculty/staff/students, non-UMD, target audience, etc.
- **Open Learning Subcatalog Selection:** Select from a dropdown list of existing subcatalogs or select “not listed.”
- **University of Maryland Continuing Education Units (UMD CEUs):** If offering UMD CEUs, see “UMD CEU Information” section below.

#### Contact Information

- **Primary Contact and Email**
  - The main University of Maryland contact for the non-credit offering.



- **Secondary Contact and Email**
  - This must be a full-time staff/faculty member.
- **Business Manager**
  - The individual in your unit responsible for the unit's financial procedures and accounts.
- **Open Learning Administrator**
  - Individual who has completed the Open Learning Administrator training and is responsible for all Open Learning, ELMS-Canvas, and other administration-related technical duties for the Open Learning offering. The administrator may or may not also be the primary contact.
- **College or School Dean**
  - If applicable, needed for approval signature.
- **Department Chair or Division Director or Functional Area Leader**
  - Needed for approval signature.

## Financial Details

Verify financial details. These details are used to set up the Open Learning subcatalogs and connected payment gateways for revenue collection and billing purposes. Since Open Learning subcatalogs may include both free and for-cost courses (and free courses may decide to charge a fee in the future), financial details are required for all courses to ensure the correct subcatalogs/payment gateways are set up.

- **USource or Grant ID** (US\*\*\*\*\*)
- **Revenue Category worktag** (RC\*\*\*\*\*)
- **Spending Category worktag** (SC\*\*\*\*\*)
- **Ledger Account** (\*\*\*\*\*)
- **Federal Funds:** Are federal funds being used?
- **Payment:** Are participants required to pay, or is a sponsoring organization paying for all students?

## UMD CEU Information *(if applicable)*

**Required Attachment (if awarding):** [UMD CEU Calculation Worksheet](#)

## Attestations

1. I have reviewed and understand the information outlined in the [Open Learning website](#), specifically [Campus Unit Responsibilities](#) that includes specifics on program



development, program management, marketing and communication, student services, and financial management.

2. *(If offering UMD CEUs)* I have reviewed and understand the information outlined in [UMD CEU Guidelines](#).
3. *(For subsequent offerings or updates)* I have reviewed and understand the information outlined in [Application Submission: Subsequent Offerings or Updates](#).

## Questions?

Contact **Extended Studies** at [openlearning@umd.edu](mailto:openlearning@umd.edu).

### Extended Studies

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