



## VCE PROGRAM CHECK LIST

Please provide all of the following information about your VCE program. E-mail this form along with other supporting documents such as program description, course outline, JPEG image, outcomes etc. to your VCE Course Manager.

**(1.) Agent/Specialist Name:**

**Phone Number:**

**E-mail:**

**Address:**

**(2.) Course/Program Title:** (Example: *Fairfax-Wood Energy Program*)

**(3.) Course Schedule:** (Include start date/time, end date/time, day(s) of the week, break time)

**(4.) Location:** Enter county/city name, building name, street address etc. where program is to be held.

**(5.) Name of Unit (FCS, ANR, 4-H):**

**(6.) Program Area:** (4-H / Youth, Agriculture, Community & Leadership, Family, Food & Health, Lawn & Garden, Natural Resources, Virginia Household Water Quality Program (VAHWQP) – list all that apply)

**(7.) Unit Receiving Funds:** Is your unit office only receiving payment or are you sharing revenue with other unit offices? List all. The fund number(s) must be listed even if there is no charge for a program.

**(8.) Program Description:** (Public) This description must be included in order to create the course.  
**Description, Course Outline, Learning Outcomes,**

**(9.) Program Image (JPEG):** Email to course creator

**(10.) Continuing Education Credits:**

**(11.) Max Enrollment Size:**

**(12.) Min Enrollment Size:**

**(13) Instructor(s):**

**(14.) Staff View Enrollment:** When do you want staff to be able to register participants? Beginning and end dates.

**(15.) Public View Availability:** When do you want the public to be able to see the course online?

**(16.) Public View Enrollment:** When do you want the public to be able to register? Beginning and end dates. (These dates must fall between the staff view enrollment dates or can be the same.)

**(17.) Fee Amount:** What is the cost of the program?

**(18.) Discount:** Is there a discount for some participants?

**(19.) Refund Policy:**

**(20.) This system will allow you to take credit cards. If you would also like to be able to accept checks/cash in person, please let us know how you would like to handle those registration requests. \***

- o Honor System - Allow the participant to register and send me their information so I can work out a time and place for payment. All university funds handling procedures must be followed when accepting cash/check.
- o Required Payment System - Do not allow the participant to register until payment has been received in full. All university funds handling procedures must be followed when accepting cash/check.
- o Do not allow cash/check payments for this program.

**(21.) Allow Family/Group Registration? \***

Destiny One defaults to individual registrations. Would you also like to allow family or group registrations?

- o Yes
- o No

**(22.) Application or Registration Form:** Is there an application form to register? If so send an electronic version to your VCE Course Manager.

**(23) Keywords:** Search terms for course. Example: agriculture, technology, corn

**(24.) Course Categories:** Is this a Conference, Field Day, Online, Training, Workshop, Camp or other?

**(25.) Extra Details:** Any extra details you'd like to share, like "arrive 15 minutes early" or "bring a snack"

**(26.) Ratings and Reviews**

Ratings and Reviews: An email will be sent to all participants at the conclusion of your program to solicit feedback on the quality of your program. You will have control over what questions are asked.

Are you interested in utilizing Ratings and Reviews for your program? \*

- Yes
- No
- Maybe

**(27.) Certificates**

A certificate can be emailed to your participants at the conclusion of your program. You will have flexibility in designing the look of your certificate.


Would you like to offer a certificate at the conclusion of your program? \*

- Yes
- No
- Maybe

Note: Please e-mail this completed form to your district VCE Course Manger. For other information contact: vceprograms@vt.edu

**Sample VCE Program:** Below are screen captures of a VCE Program that is open to the public for enrollment. This is the information that you are supplying to your VCE Course Manager. Match the numbers below on the images to the form above to see where some of the information you supply appears on the program's online description.

The screenshot shows the Virginia Cooperative Extension website. At the top left is the logo for Virginia Cooperative Extension, Virginia Tech • Virginia State University. Below the logo are navigation links: Home, Programs (circled in red with a red arrow and number 6), Technical Support, and Virginia Cooperative Extension. On the top right is a search bar labeled "Search For Courses" with a magnifying glass icon and a red arrow and number 23 pointing to it. Below the navigation is the heading "Program Search Results" and a "Search Again" button. A message says "To view the description, dates and times offered, and additional information about a course, click a course name below." Below this is a button "Narrow Your Results" with a plus sign. At the bottom, there are two view options: "List" and "Grid". A table displays search results with columns: Program, Location, Delivery Options, and Availability. The first result is "Mediterranean Cuisine Comes To You" with ID "SW-WISE-HN-01". It is located at "Mountainrose Vineyards" and is "Available". Red arrows and numbers point to specific elements: 9 points to the program image, 2 points to the program title, 4 points to the location, and 6 points to the "Programs" menu item.

Program	Location	Delivery Options	Availability
 Mediterranean Cuisine Comes To You SW-WISE-HN-01	Mountainrose Vineyards		Available

Virginia Cooperative Extension | SW-WISE-HN-01 Mediterranean Cuisine Comes To You

Home | Programs | Technical Support | Virginia Cooperative Extension


Search For Courses

## SW-WISE-HN-01 - Mediterranean Cuisine Comes To You

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This program is a series of four classes that will introduce you to the lifestyle, history and culture of the Mediterranean region. Each class has a food focus, Experience olive oil and cheese tasting sessions and learn how to prepare dishes of the Mediterranean, while learning how to plan meals using the health-giving basics of the Mediterranean lifestyle. Learn how local foods and flavors can be part of a healthy eating plan and hear from local producers.

**This program will:**

- Involve participants in designing and putting the Mediterranean lifestyle into practice in their own lives.
- Teach participants great tasting ways to prepare foods of the region.
- Bring participants food focus segments highlighting Mediterranean food ingredients.
- Engage participants in preparing simple, delicious recipes.
- Show participants how to stock their pantries and refrigerators.
- Illustrate how participants can fuel their lives for better health!
- Help participants design their own healthy lifestyles.

**Outline**

**Classes Meet:** 6:00pm - 7:30pm at Mountainrose Vineyards

**Class Dates:**

Sections appear below.

Enroll Now - Select a section to enroll in

<b>SW-WISE-HN-01 - OCT 3</b>	03 Oct 2019	-
<b>Available</b>		
<a href="#">Add to Cart</a>		
Section Title:	Mediterranean Cuisine Comes To You	
Type:	Workshop 24.	
Days:	Th 3.	
Time:	6:00PM to 7:30PM 3.	
Dates:	Oct 03, 2019 3.	
Schedule and Location:	<a href="#">View Details</a>	
Contact Hours:	1.5	
Location:	Mountainrose Vineyards 4.	
Fee(s):	Course Fee non-credit	\$16.00 17.
Potential Discount(s):	SW-WISE-HN-01-DISCOUNT 18.	
<b>SW-WISE-HN-01 - OCT 10</b>	10 Oct 2019	+
<b>Available</b>		
<b>SW-WISE-HN-01 - OCT 17</b>	17 Oct 2019	+
<b>Available</b>		
<b>SW-WISE-HN-01 - OCT 24</b>	24 Oct 2019	+
<b>Available</b>		