

Digital Learning Cooperative (DLC)

To offer a course to other campuses through the DLC follow these steps:

1. Contact engineering advisors at other campuses to assess the interest in this course offered by COE. If there is interest, determine a total enrollment limit for all campuses in consultation with the course instructor.
2. Have your department scheduler list a section of the course in LionPATH at UP with a "V" designation as part of the section number (ex: 001V) and with the appropriate instructional mode--WEB (WB) or VIDEO – BROADCASTING (VC). The enrollment limit should be the number of UP students that you will accept in the class, NOT the total enrollment for all campuses.
3. Complete the [DLC Information Form – Offer Seats](https://bit.ly/dlc-offer-seats) (bit.ly/dlc-offer-seats) to have the course listed on the DLC website.
4. The offer will be approved by the COE approver (Ivan Esparragoza – iee1@psu.edu) and then by the DLC Administration (David Callejo-Perez – dmc6630@psu.edu) and then the course will be listed on the DLC site.
5. If another campus is interested in reserving seats in this course, they will do so through the DLC website, and the COE DLC contact will be notified. These are **NOT** guaranteed enrollments, they are just expressing interest in offering a section of the course at their campus.
6. Campuses will also need to create a section of the course in LionPATH for students to register.
7. Once students register, the instructor of record will see a Canvas section for the course. Individual Canvas sections from each campus can be merged by the instructor prior to the beginning of the semester.