Digital Learning Cooperative (DLC)

To reserve seats in a course offered by another campus through the DLC follow these steps:

1. Check to see if the course has seats available on the DLC website (dlc.psu.edu). If not, contact colleagues at other campuses to determine if they would be willing to offer seats that UP students could take.

2. Once a course is available on the DLC, complete the DLC Information Form – Request Seats (bit.ly/dlc-request-seats) to reserve seats in the course.

3. Have your department scheduler set up a section of the course at UP with the same section number as the course you are requesting. You may want to have an enrollment limit of 0 to restrict enrollment to specific students who need the course to graduate or to make progress in their degree program. You can find information needed for the course setup in LionPATH (such as instructor ID, pay detail, instruction mode) on the DLC website. If you are receiving a Video course, under Meetings > Meeting Pattern, the Facility ID should be ZOOM. If you are receiving a WEB course, under Meetings > Meeting Pattern, the Facility ID should be WEB.