EARN A DEGREE ON THE INTERNET  
Distance Learning Opportunities for Archivists and Records Managers  
Albin Wagner

An increasing variety of on-line educational resources are available to archivists and records managers now that distance learning has expanded from correspondence courses, television and videotape to include interactive courses delivered over the Internet. Some colleges and universities now offer whole degree programs from Associate degree to a PhD on-line. The following list is a random sample of courses and degree programs on the Internet, including courses and degrees offered by established colleges and universities accredited as traditional, on-campus institutions. For a more complete listing of distance education degree programs, certificates and course, see the various online directories of distance education programs at the end of this list.

DEGREE PROGRAMS

Curtin University of Technology  
Accreditation: Government of Australia

- Master of Information Management (Records Management and Archives Stream)  
- Graduate Diploma in Records Management and Archives  
- Graduate Diploma in Information and Library Studies  
- Graduate Certificate in Records Management  
- Graduate Certificate in Information and Library Studies  
- Graduate Certificate in Knowledge Management  
- Bachelor of Arts (Librarianship and Corporate Information Management) (Honors)

Curtin University of Technology  
Kent St.  
Bentley, Western Australia 6102  
Australia

Postal address:  
Curtin University of Technology  
G.P.O. U1987  
Perth, Western Australia 6845  
Australia

Phone:  (+61-8) 9266-2100  
Fax:  (+61-8) 9266-2777  
E-mail: de-assignments@vc.cutin.edu.au  
Web:  http://www.curtin.edu.au/

Edith Cowan University  
School of Computer and Information Science  
Accreditation: Government of Australia

- Associate Degree of Science (Library Technology)  
- Bachelor of Science (Library Technology)  
- Minor Cluster (Records Management)  
- Master of Information Technology  
- Master of Information Services  
- Graduate Diploma of Science (Information Services)  
- Graduate Diploma (Information and Knowledge Management)  
- Master of Information Technology  
- Master of Science (Information Science)  
- Doctor of Philosophy (Information Science)  
- Doctor of Information Technology  
- Graduate Certificate in Information Services  
- Graduate Certificate in Information and Knowledge Management  
- Executive Certificate in Records Management  
- Executive Certificate in Information and Records Management

School of Computer and Information Science (SCIS)  
Edith Cowan University  
2 Bradford Street  
Mt. Lawley, Western Australia 6050  
Australia

External Students:  
Flexible Delivery Centre  
P.O. Box 830  
Claremont, Western Australia 6010  
Australia

Phone:  (+61-8) 9273-850  
E-mail: externalstudies@cowan.edu.au  
Web:  http://www.ecu.edu.au/
Monash University  
Faculty of Computing and Information Technology  
Department of Librarianship, Archives and Records (  
Accreditation: Government of Australia

- Doctor of Philosophy (Research)  
  (Thesis requirement only, usually in conjunction with  
  Master of Information Science and Systems)
- Master of Information Science and Systems (MIMS)
- Master of Information Technology
- Graduate Diploma in Information Science and  
  Systems
- Graduate Certificate in Information Science and  
  Systems
Bachelor of Information Systems (Honors)

School of Information Management and Systems (SIMS)  
Monash University, Caulfield Campus  
PO Box 197  
Caulfield East, Victoria 3145  
Australia

Phone: (+61-3) 9903-2208  
Fax: (+61-3) 9903-2005  
E-mail: Frontdesk@sims.monash.edu.au  
Web: http://sims.monash.edu.au

University of South Australia  
Accreditation: Government of Australia  
(Some programs listed in their calendar are offered  
externally through the Flexible Learning Centre)

- Graduate Diploma in Information Studies (Corporate  
  Information and Records Management)

University of South Australia  
Program Information Centre  
Level 1,100 North Terrace  
Adelaide, South Australia 5001  
Australia

Phone: (+61-8) 8302 2376  
Fax: (+61-8) 8302 0233  
E-mail: admissions@unisa.edu.au  
Web: http://www.unisa.edu.au  

University of New South Wales  
School of Information Systems, Technology and  
Management (SISTM)  
Accreditation: Government of Australia  
(School of Information, Library and Archive Studies  
(SILAS) moved to the School of Information Systems,  
Technology and Management (SISTM) in 1999)

- Bachelor of Science In Information Management  
  (BS)
- Bachelor of Commerce in Information Management  
  (BComm)
- Master of Commerce in Information Management  
  (MComm)
- Master of Information Studies (Information  
  Management) (MIS)
- Doctor of Philosophy (PhD) (Research)

School of Information Systems, Technology and  
Management (SISTM)  
University of New South Wales  
UNSW Sydney NSW 2052  
Australia

Phone: (+61-2) 9385-5283  
Fax: (+61-2) 9662-4061  
E-mail: sistm@unsw.edu.au  
Web: http://www.sistm.unsw.edu.au/  
Web: http://www.unsw.edu.au/

Sydney Institute of Technology  
Ultimo Campus  
Accreditation: Government of Australia

- Library and Information Studies-Diploma  
- Library and Information Studies-Certificate III  
- Records and Information Management-Diploma  
- Business Recordkeeping – Diploma  
- Business Recordkeeping -Certificate III  
- Business Recordkeeping - Certificate IV  
- Project Management -TAFE Plus Statement

Sydney Institute of Technology  
Ultimo College  
Harris Street  
Ultimo NSW 2007  
Australia

Phone: within Australia 1300 360 601  
Phone: outside Australia (+61 2) 9217 2900  
Fax: (+61-2) 9217 4015  
E-mail: si.CILT@tafensw.edu.au (eLearning inquiries)  
Web: http://www.sit.nsw.edu.au/

Royal Melbourne Institute of Technology  
(RMIT University)  
School of Business Information Technology  
Accreditation: Government of Australia  
(Largest business school in Australia)

- Master of Business in Information Innovation (MBII)
Graduate Diploma in Document Management (GDDM)

RMIT University
School of Business Information Technology
Department of Information Management
Level 17, 239 Bourke Street
Melbourne Victoria 3001, Australia
Phone: (+61-3) 9925-5816
Fax: (+61-3) 9925-5837
E-mail: docman@rmit.edu.au

University of Northumbria at Newcastle (UNN)
School of Informatics
Accreditation: Royal charter
- Master of Arts/Master of Science, Information and Library Management (MA/MSc)
- Master of Science, Records Management (MSc)
- Master of Arts/Master of Science, Information Studies (MA/MSc)

Northumbria University
School of Informatics
Division of Information and Communication Studies
Ellison Place
Newcastle upon Tyne
NE1 8ST
United Kingdom
Tel +44 (0)191 227 4739
Fax +44 (0)191 227 3662
E-mail: cg.informatics@northumbria.ac.uk
Web: http://northumbria.ac.uk

Chippewa Valley Technical College
Wisconsin Technical Colleges System
Accreditation: North Central Association of Colleges and Schools
- Records and Information Management Specialist Technical Certificate
- Courses:
  - Foundations of Records & Information Management
  - Records & Information Management Fundamentals
  - Records & Information Management Technology
  - Records Classification Systems
  - Records & Information Management Applications

Chippewa Valley Technical College
620 W. Clairemont Ave.
Eau Claire, WI 54701-6162
Phone: (800) 547-CVTC

Broome Community College
State University of New York (SUNY)
Accreditation: Middle States Association of Colleges and Schools
- Associate in Applied Science, Business Information Management – Records Information Management emphasis (AAS)
- Certificate in Records Information Management
- Certificate in Office Technologies
- Courses:
  - Introduction to Business Records Management
  - Business Records Management Technologies
  - Systems and Procedures in Business Records Management

Drexel University
College of Information Science and Technology
Accreditation: American Library Association
- Master of Science in Library and Information Science
- Master of Science in Information Systems
- Graduate Certificates

Chippewa Valley Technical College
620 W. Clairemont Ave.
Eau Claire, WI 54701-6162
Phone: (800) 547-CVTC

Drexel University
College of Information Science and Technology
Drexel University
3141 Chestnut Street
Philadelphia, PA 19104
Phone: (215) 895-2485
Fax: (215) 895-2494
E-mail: info@cis.drexel.edu
Web: http://www.cis.drexel.edu/grad/online
Apply: http://www.cis.drexel.edu/grad/admissions
Florida State University
College of Information
Accreditation: American Library Association

• Bachelor of Science in Information Technology (BS)

College of Information
Florida State University
101 Louis Shores Building
Tallahassee, FL 32306
Phone: (850) 644-5772
Fax: (850) 644-9763
E-mail: bryant@ci.fsu.edu
Web: http://www.ci.fsu.edu

San Jose State University
School of Library and Information Science
Accreditation: American Library Association

• Master of Library Science (MLS)

School of Library and Information Science
San Jose State University
501 Crescent Street
New Haven, CT 06515
Phone: (203) 392-5781
Fax: (203) 392-5780
E-mail: ilis@SouthernCT.edu
Web: http://www.OnlineCSU.ctstateu.edu
Apply: http://www.southernct.edu/admissions/

Syracuse University
School of Information Studies
Accreditation: Middle States Association of Colleges and Secondary Schools and American Library Association
(Degree programs requires one week residency on campus at Syracuse, NY)

• Master of Library Science (MLS)
• Master of Information Management
• Master of Business Administration (MBA)
• Associate and Bachelor of Liberal Arts (AA and BA)
• Graduate Certificate in Information Systems and Telecommunication Management

Director of Distance Learning
School of Information Studies
Syracuse University
4-206 Center for Science and Technology
Syracuse, NY 13244
Phone: (315) 443-2911
Fax: (315) 443-5673
E-mail: ist@syr.edu
Web: http://istweb.syr.edu
Apply: http://istweb.syr.edu/

Texas Women’s University
School of Library and Information Studies
Accreditation: American Library Association

• Master of Library Science (MLS)
• Master of Arts in Library Science (MA/LS)

Director
School of Library and Information Studies
Texas Women’s University
P.O. Box 425438
Denton, TX 76204
Phone: (940) 898-2602
Fax: (940) 898-2611
E-mail: slis@twu.edu
Web: http://www.libraryschool.net

University of Arizona
School of Information Resources and Library Science
Accreditation: American Library Association
(Requires 6 units residence on campus at Tucson)

• Master of Arts in Information Resources and Library Science
• Doctor of Philosophy, Library Science (Ph.D.)

Program Manager
Virtual Education Program
School of Information Resources and Library Science
University of Arizona
1515 E. 1st Street
Tucson, AZ 85719
Phone: (520) 621-3565
Fax: (520) 621-3279
E-mail: sirls@u.arizona.edu
Web: http://www.sir.arizona.edu

University of Illinois – Urban Campaign
Graduate School of Library and Information Science
Accreditation: American Library Association

• Master of Science in Library and Information Science
• Certificate of Advanced Study in Library and Information Science

Graduate School of Library and Information Science
University of Illinois – Urban Campaign
Program Coordinator
501 East Daniel
Champaign, IL 61820
University of North Texas
School of Library and Information Sciences
Accreditation: American Library Association

- Master of Science, Library and Information Science (MSLIS)

School of Library and Information Sciences
University of North Texas
P.O. Box 311068
Denton, TX 76203

Phone: (940) 565-2058
Fax: (940) 553-3101
E-mail: coffey@lis.admin.unt.edu
Web: http://www.unt.edu/slis/
Apply: http://www.unt.edu/slis/

University of Pittsburgh
School of Information Sciences
Accreditation: American Library Association

- Master of Library and Information Science (MLIS)

Coordinator of Professional Development
School of Information Sciences
University of Pittsburgh
135 N. Bellefield Avenue
Pittsburgh, PA 15203

Phone: (800) 672-9435
Fax: (412) 624-5231
E-mail: salman@mail.sis.pitt.edu
Web: http://fasttrack.sis.pitt.edu
Apply: http://www.sis.pitt.edu/~lsdept/admiss.htm

University of South Carolina-Columbia
School of Library and Information Science
Accreditation: American Library Association
(MLIS degrees in Maine, South Carolina and Virginia)

- Master of Library and Information Science (MLIS)

Admissions and Placement Coordinator
School of Library and Information Science
University of South Carolina-Columbia
Columbia, SC 29208

University of Tennessee, Knoxville
School of Information Sciences (SIS)
Accreditation: American Library Association

- Master of Science in Information Sciences (MS)

Coordinator, Student Services
School of Information Sciences
University of Tennessee, Knoxville
304 Volunteer Boulevard
Knoxville, TN 37996

Phone: (865)-974-2148
Fax: (865)-974-4967
E-mail: katwood@utk.edu
Web: http://www.sis.utk.edu/programs/distance/
Apply: http://www.sis.utk.edu

University of Washington
The Information School
Accreditation: American Library Association

- Master of Library and Information Science (MLIS)

Student Services Administrator
The Information School
University of Washington
Box 352840
Seattle, WA 98195

Phone: (206) 616-2544
Fax: (206) 616-3152
E-mail: badw@u.washington.edu
Web: http://www.ischool.washington.edu/
Apply: http://www.ischool.washington.edu/dmlis/infoRequest.cfm

University of Wisconsin-Milwaukee
School of Information Studies
Accreditation: American Library Association

- Bachelor of Science in Information Resources (BS)
- Master of Library and Information Sciences (MLIS)

University of Wisconsin-Milwaukee
School of Information Studies (SOIS)
Bolton Hall, Room 568
3210 N. Maryland Ave.
Milwaukee, WI 53211
Capella University
(Named in U.S. News & World Report's "best of the online grad programs."
Accreditation: North Central Association of Colleges and Schools
• Bachelor of Science Completion Degree (BS)
• Master of Business Administration (MBA)
• Master of Science in Information Technology (MS)
• Master of Science in Organization and Management (MS)
• Doctor of Philosophy in Organization and Management (Ph.D.)
• Doctor of Philosophy in Information Technology Management (Ph.D.)
• Graduate Certificates

University of Phoenix
Accreditation: North Central Association of Colleges and Schools
• Bachelor of Science in Business/Information Systems (BS)
• Bachelor of Arts in Business Studies (BA)
• Master of Business Administration (MBA)
• Master of Arts in Organizational Management (MA)

University of Maryland University College
Accreditation: Middle States Association of Colleges and Schools
Bachelor of Arts (BA) or Bachelor of Science (BS) with specialization in one of 15 areas of study including:
• Business and Management
• Computer and Information Science
• Computer Studies
• Humanities (BA only)
• Information Systems Management
Undergraduate certificate programs in 13 areas of study including
• Database Management
• Management Foundations
• Technology and Management

University of Phoenix
Enrollment Department
P.O. Box 52076
Phoenix, AZ 85072-9233
Phone: (800) 430-2001
Phone: (415) 581-0141
Online Campus
University of Phoenix
100 Spear St., 2nd Floor
San Francisco, CA 94105
Phone: (800) 742-4742

National Defense University (NDU)
Information Resources Management College
Accreditation: Middle States Association of Colleges and Schools
(Courses in 10-12 week distance learning program or five-day residency program)
• E-Government Leadership (eGov) Certificate
• Chief Information Officer (CIO) Certificate
• Information Assurance (NSTISSI No. 4011) Certificate
(Courses for managers who have responsibility for information system security)
• Advanced Management Program (AMP)
(Senior-level course covering contemporary IRM policy, technology, and acquisition issues)
• The Information Strategies Concentration Program (ISCP)

National Defense University
Fort Lesley J. McNair
Washington, DC 20319-5066
Phone: (202) 685-3912 (Administrative Office)
University of Buffalo
State University of New York (SUNY Buffalo)
School of Information and Library Studies
Accreditation: American Library Association
- Government Information
- Academic and Research Libraries
- Intellectual Freedom
SILS Distance Education Coordinator
School of Information and Library Studies
University of Buffalo
534 Baldy Hall
Buffalo, NY 14260-1020
Phone: (716) 645-2414
Fax: (716) 645-3775
E-mail: sils@acsu.buffalo.edu
Web: http://www.sils.buffalo.edu/

Brevard Community College (EUN member)
Accreditation: Southern Association of Colleges and Schools
- Records and Information Management courses
Brevard Community College Virtual Campus
1519 Clearlake Road
Cocoa Beach, FL 32922
Phone: (407) 631-1111, ext. 62326
E-mail: info@al.brevard.cc.fl.us
Web: http://www.brevard.cc.fl.us

Society of American Archivists (SAA)
Accreditation: N/A
- Basic Electronic Records Management course
Society of American Archivists (SAA)
527 S. Wells, 5th Floor
Chicago, IL 60607
Phone: (312) 922-0140
Fax: (312) 347-1452
E-mail: info@archivists.org
Web: http://www.archivists.org

Northeast Document Conservation Center
Accreditation: N/A
- Preservation 101: An Internet Course on the Basics of Paper Preservation
Northeast Document Conservation Center
100 Brickstone Square
Andover, MA 01810-1494
Phone: (978) 470-1010

University of Oregon
(Member, American Association of Universities)
Accreditation: Northwest Association of Schools and Colleges
- Master of Science in Interdisciplinary Studies, Applied Information Management (MS-IS)

University of Oregon
Applied Information Management Program
722 SW Second Ave., Suite 230
Portland, OR 97204
Phone: (800) 824-2714 or 503-725-2289
E-mail: aim@continue.uoregon.edu
Web: http://www.aimdegree.com/

University of South Florida
School of Arts and Sciences, Library and Information Science
Accreditation: American Library Association
(Courses apply towards a Master of Arts in Library and Information Science (MLIS))
- Foundations of Library and Information Science
- Basic Information Sources and Services
- Organization of Knowledge I
- Medical Informatics
- Introduction to Library Administration
- Introduction to Genealogy Research
- Library Networks and Systems

School of Arts and Sciences, Library and Information Science
University of South Florida
4202 E. Fowler Ave., CIS 1040
Tampa, FL 33620-7800
Phone: (813) 974-6105
Fax: (813) 974-6840
E-mail: lis@luna.cas.usf.edu
Web: http://outreach.usf.edu/distancelearning.htm
Association of Records Managers and Administrators International (ARMA)
Accreditation: N/A
- Records and Information Management: An Overview
- Organizing Files & Records
- Vital Records: Preparing for the Unexpected
- Privacy Basics
- Health Insurance Portability and Accountability Act (HIPAA) Privacy Essentials
- Issues and Approaches in Archiving Electronic Records

Fast-Track Learning
Read & Learn, the fast-track learning program available through the ARMA Learning Center, has experienced great success. This format allows ARMA members to earn continuing education credits at no charge by reading a selected article from The Information Management Journal and answering test questions upon completion. The process is simple:

1. View the Read & Learn courses available at http://learningcenter arma.org/course_listing.cfm
2. Click on the course of your choice.
3. Log in or register for a Learning Center ID.
4. Take the course!

The courses take just an hour to complete and you can earn one CRM credit upon successful completion.

ARMA International
13725 W. 109th Street, Suite 101
Lenexa, KS 66215
Phone: (800) 422-2762 (US and Canada)
Phone: (913) 341-3808
Fax: (913) 341-3742
E-mail: hq@arma.org
Web: http://www.armalearningcenter.org

American Association for State and Local History (AASLH)
Accreditation: N/A
- Online Workshops: The Basics of Archives

Developed in cooperation with COSHRC, the Michigan Historical Center, the New York State Archives, and the Ohio Historical Society, and with a grant from IMLS.

Participants proceed at their own pace through this online workshop that covers the basics of archives management and practices including acquiring collections, processing, housing and preservation, and providing access.

To register: Go to www.aashnet.org/aaslhsa/ecssashop.shopping_page and scroll to the bottom of the page for the Online Workshop link.

American Association for State and Local History
1717 Church Street
Nashville, TN 37203-2991
Phone: 615.320.3203
Fax: 615.327.9013
E-mail: membership@AASLH.org
Website: http://www.aaslh.org/

RESOURCES

Peterson’s Guide to Distance Learning
One the most comprehensive and heavily traveled education resource on the Internet. Explore nearly 1,100 distance education programs in information technology, business and other areas
Web: http://www.petersons.com/dlearn

University of Wisconsin Distance Education Clearinghouse
Comprehensive and widely recognized Web site for distance education information from Wisconsin, national, and international sources
Web: http://www.uwex.edu/disted/

100 Distance or Short Residency Degree Programs
Directory of distance education or short residency degree programs compiled by Prof. Raymond Chasse

MindEdge
Index to degree programs and college courses by computer
Web: http://www.caso.com

The Good Guides
Ratings of universities, courses and campuses in Australia, including distance education degrees and courses.
Web: http://www.thegoodguides.com.au
Global Network Academy (GNA)  
Distance learning catalog and distance learning guides  
Web: [http://www.gnacademy.org/](http://www.gnacademy.org/)

**Distance Learning Centers**

**The Commonwealth of Learning**  
(An intergovernmental organization created by Commonwealth Heads of Government)  
Web: [http://www.col.org](http://www.col.org)

**National Distance Learning Center**  
(Centralized electronic information source for distance learning courses and resources)  
Telnet: ndlc.occ.uky.edu, login: ndlc.  
Hytelnet: 1st Directory of Internet Resources.  
Web: [http://library.usask.ca/hytelnet/ful/ful070.html](http://library.usask.ca/hytelnet/ful/ful070.html)

**United States Distance Learning Association (UDLA)**  
(Chapters in 50 states)  
Web: [http://www.usdla.org](http://www.usdla.org)

**International Centre for Distance Learning (ICDL)**  
(An international center for research, teaching, information and publishing based in the UK Open University)  
Web: [http://www-icdl.open.ac.uk/](http://www-icdl.open.ac.uk/)

**Consortiums**

**University Alliance Online**  
Bisk Education, Inc.  
9417 Princess Palm Ave.  
Tampa, FL 33619  
Phone: 800-404-7355  
E-mail: degrees@universityalliance.com  
Website: [http://www.universityalliance.com](http://www.universityalliance.com)

Regis University  
Florida Institute of Technology  
University of Scranton  
St. Leo University  
Jacksonville University  
Villanova University  
Tulane University  
University of South Florida  
Thunderbird/Garvin School of International Management  
Florida Institute of Technology  
Nova Southeastern University

**Publications**

**Peterson’s Guides: Peterson’s Guide to Distance Learning**  
Peterson's Guides, part of the Thomson Corporation, has provided core products for college search and selection, test preparation, and financial aid since 1966, including:  
*Distance Learning, 7th Edition*  
*Game Plan for Distance Learning, 1st Edition*  
*MBA Distance Learning Programs 2000, 2nd Edition*  
*Independent Study Catalog, 7th Edition*  
*Virtual College, 1st Edition*  
Web: [http://www.petersons.com/dlearn](http://www.petersons.com/dlearn)

**Bear's Guides**  
Bear’s Guides by Dr. John E. Bear include updated information on diploma mills and a guide with more tips on how to evaluate colleges. The most complete information on this subject.  
*Earning Degrees by Distance Learning*  
*College Degrees by Mail and Internet*  
*Best MBAs by Distance Learning*  
*Best Computer Degrees by Distance Learning*  
Web: [http://www.degree.net](http://www.degree.net)

**The Distance Learner's Guide**  
Prentice Hall published this comprehensive student guide, developed and written by members of the Western Cooperative for Educational Telecommunications and its staff.  
Web: [http://www.wcet.info/resources/publications/index.htm](http://www.wcet.info/resources/publications/index.htm)

**Avoiding Fake Colleges and Diploma Mills**  
Russell Poulin: “Avoiding fake colleges and diploma mills: If it's too good to be true, then it's too good to be true.” *PBS Campus Previews*, featured article.  
Web: [http://www.pbs.org/campus/006_News/006-mar-03.html](http://www.pbs.org/campus/006_News/006-mar-03.html)

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Division of Archives and Records Management  
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Fax: 609-530-6121  
E-mail: albin.wagner@sos.state.nj.us