



Non-Credit Course Creation and Change Request Instructions

Non-Credit Course Change/Creation Request - This form is used to request a new non-credit course be created in Banner.

Non-Credit Course Change Request – This form is used to request a modification or change to an existing course.

Requestor Information: Indicate the name, title, department and email of the person making the request in case there are questions regarding the form.

Subject Area: Select the subject area from the drop-down list provided.

Course Number: Type course number, or enter “NEXT” to use next available in sequence.

Course Contact (CEU) Hours: Enter the number of course contact hours.

Course Title: Limit to 30 characters including spaces.

Instructional Method: Select the grade type from the drop-down list provided (e.g., Lecture, Online, Lab, Lecture/Lab combination, Practical, Clinical, Hybrid, etc.).

Grade Type: Select the grade type from the drop-down list provided.

Attributes: Check all valid course attribute and/or reporting requirements.

Course Cost (Tuition): Enter the amount of tuition to be charged for the course.

Tuition Justification: Provide justification for the cost of the course. If attached state “See attached”

Description: Type (or cut and paste) full course description

Approvals: Approvals must be signed in the following order:

1. Vice Chancellor for Workforce Development
2. Executive Director, Financial Services/Associate Controller
3. Director of Curriculum and Program Development
4. Carbon Copy (or Courtesy Copy) Curriculum Data Analyst