Delgado
COMMUNITY COLLEGE

Non-Credit Course Creation Request

REQUESTOR INFORMATION

Requested By: _____   Title: _____

Division: _____   Employee Email: _____

NEW COURSE INFORMATION

Subject Area: _____   Course Number: _____

Course Title: _____

Course Contact (CEU) Hours: _____   Instructional Method: _____

Grade Type: _____   Tuition Amount*: _____   Will course be offered in Canvas? ☐ Yes ☐ No
*Attach supporting documentation for tuition rate.

Will course be eligible for Foster's Promise? ☐ Yes ☐ No

Type (or cut and paste) full course description:

[_____]

Approvals:

1._____ _____
Vice Chancellor for Workforce Development   Date
and Institutional Advancement

2._____ _____
Executive Director, Financial Services/   Date
Associate Controller

3._____ _____
Executive Director, Curriculum and   Date
Program Development

Updated 6/9/22

Non-Credit Course Creation Request
Instructions for Completing the Form

Purpose: This form is used to request a new non-credit course be created in Banner. To request a modification to an existing course a Non-Credit Course Change Request must be submitted.

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 Title: Limit to 30 characters including spaces.

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

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.

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

Will the course be offered on Canvas? Select "YES" if the course will be offered in Canvas.

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

Approvals: Approvals must be signed in the following order:

1. Vice Chancellor for Workforce Development and Institutional Advancement
2. Executive Director, Financial Services/Associate Controller
3. Executive Director, Curriculum and Program Development