

# 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