

Chemeketa Community College Non-Credit New Course Approval Application

Originator _____ Telephone _____ Date _____

Division # _____ Banner Department Code _____ Banner Organization Number _____

Subject Area _____ Course Title _____
(see Subject list) (30 character limit)

Indicate Workload Method:

- CM** The CM methodology represents the current Total Contact Hour system and applies to most non-credit classes. This method does not permit a range of hours.
- IM** The IM methodology represents the current ILC system and applies to all credit classes and some non-credit classes. This method requires a range of hours.

Lecture Hour _____ or Lab Hour _____
(no lecture/lab combinations for non-credit courses)

- Indicate Pay Level:
- D** = Workshop/Special Pay Level
(must meet workshop criteria)
 - G** = Vocational Preparatory/Supplemental Pay Level
 - H** = English Now! Pay Level
 - I** = Community Education Reimbursable/
Nonreimbursable Pay Level

Tuition and Fees: Tuition _____ Fees _____

First Term to be Offered:
 F _____ W _____ Sp _____ Su _____ Year _____

Population to be Served: _____

- Review with Curriculum Coordinator if a similar course exists
- Course outline with performance based outcomes attached

CRC Use

Subject _____

Course _____

CIP _____

Workload _____

UAF _____

Fund Code _____

Pay Level _____

Interest _____

Excel- ID and Course Status

Banner Catalog

Post to Dashboard

CRC Reviewer _____

Notify Originator

CRC Outline Edits

Dashboard Approve

Banner Description

CCWD WebForms

Outline Pdf/Save

Pkt. Historical Scan

Approved Disapproved Approved Disapproved

X _____
 Supervisor's Signature
 Date _____

X _____
 Supervisor's Signature
 Date _____

E-mail course outline to curriculum@chemeketa.edu when application is forwarded for Exec Dean signature
 Forward signed form with copy of course outline to the Curriculum Resource Center (Bldg. 9/104)