



SCC – Non-Credit Proposal Process & Forms

PURPOSE

In Fall 2019 an internal audit was done by the District at SCC's requested review of the college's non-credit process. Due to the findings, the college has created and is implementing a proposal process, which will allow for proactive review prior to non-credit offerings for compliance with MCCCCD Administrative Regulations. This proposal requires submission and approval prior to creating a course in SIS non-credit Course bank/Catalog.

To allow appropriate lead time to secure approval, build, promote, register and fill the course, submit the completed proposal with budget worksheet to Mollie Sutherland, Instructional Service Coordinator following the Non-Credit Proposal Timelines:

	Summer 2022 Term	Fall 2022 Terms	Spring 2023 Term	Summer & Fall 2023 Terms
Due	Feb 18, 2022	April 8, 2022	Sept 2, 2022	Feb 17, 2023
Review	Feb 21-Mar 4, 2022	April 11-15, 2022	Sept 6-16, 2022	Feb 20-Mar 3, 2023
Notify	Mar 14, 2022	April 25, 2022	Sept 30, 2022	Mar 17, 2023

Questions? Contact: Instructional Service Coordinator | mollie.sutherland@scottsdalecc.edu

SIX STEP OVERVIEW CHECKLIST

STEP 1 → Division Department Discussion

Secure preliminary approval from leadership

Faculty to complete:

Proposal Worksheet (see page 2)

Consultation meeting with Marketing:
bit.ly/scc-mktg-request

Consultation meeting with Human Resources
christina.biebel@scottsdalecc.edu

STEP 2 → Attach Completed Budget Work Sheet to Discuss with College Business Office (CBO)

mirna.rosas@scottsdalecc.edu

STEP 3 → Submit Proposal & Budget for Approval

Send to: mollie.sutherland@scottsdalecc.edu

STEP 4 → Coordinate with Human Resources, then Curriculum & Academic Scheduling

HR: christina.biebel@scottsdalecc.edu

Curriculum & Academic Scheduling:
scheduling@scottsdalecc.edu

STEP 5 → Finalize Registration Process with Admissions & Records

laura.krueger@scottsdalecc.edu

STEP 6 → Notify Marketing to Release Targeted Campaign

eric.sells@scottsdalecc.edu

STEP 1 **DIVISION DEPARTMENT DISCUSSION**

Does the class align with your area of focus? If yes, proceed with this form. If no, stop and rethink the class.

Division Department Supporter Approval: _____
SIGNATURE PRINTED DATE

PROPOSAL WORKSHEET New Course Existing Course

Please provide the following information, signatures and/or necessary verification.

1. **Rationale** – Enter information relating to the purpose of the non-credit course, its intended audience and benefit to the department/college. State how this impacts or feeds into your credit program.

2. **Effective Date:** Enter the TERM and YEAR you anticipate the course to first be offered. Term: _____ Year: _____

3. **Subject Area:** WRKDEV CONT_ED COMM_ED FITNESS

4. **Course Title – Long Description:** _____

5. **Course Title – Short, 30 Characters;** this title will display on student transcripts: _____

6. **Course Description** – Enter information that will inform prospective enrollees about the purpose of the course and the main activities or content.

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STEP 1 CONTINUED:

7. Catalog Number (discuss with Scheduling): _____

8. Component: Lecture Laboratory Lecture & Lab

9. Attendance Type: Class Meeting Conference Field Trip Instructor Consultation Study Group

8a. Does participant need access to Canvas? Yes No

10. Instruction Mode: In Person On Your Time Online Hybrid Live Online

Need Assumption of Risk Form? If yes, explain & address plan completion of forms.

11. Intended Audience: If minors (enrollees under age 18), need:

Background Check (AR 13-3620) MCCCCD Duty to Report Review & Compliance

12. Consultation meeting with Marketing: bit.ly/scc-mktg-request

13. Meet with Human Resources: Date: _____ HR Representative: _____

Define minimum qualifications in accordance with HLC: _____

Does the instructor have another job in MCCCCD? Yes No

If yes, how many hours/week are they scheduled? _____

Is Instructor a new hire? Yes No

Link for Supervisor to Request to Hire or update status: bit.ly/3jj2tWi

Is Instructor an atheletic coach? Yes No

If Yes, requires AD approval: _____
SIGNATURE DATE

HR Verified Scheduled Hrs/Week: _____
SIGNATURE DATE

14. Instructor Pay: (see [Temporary Guidelines](#)) Job Code 4022 4023 4359

The Non-Credit Instructional Hourly Rate is \$30.50.

Hours per week as Non-credit Instructor: Hours per Week _____ How many weeks? _____

Hourly rate as Non-credit Instructor: _____ When necessary, provide justification regarding instructor pay.

Instructor enters time in HCM for Supervisor approval: Yes

15. Course Fee: _____ FMS Chartfield: _____ Item Type: _____

Contact College Business Office for FMS Chartfield information. Contact Student Business Services for Item Type information.

16. Course Fee Rationale – Enter information justifying the course fee in compliance with AR 6.14:

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STEP 1 CONTINUED:

VERIFICATION AND SIGNATURES OF DIVISION/DEPARTMENT

Completed by Initiator

INITIAL

____ I have reviewed this non-credit course proposal with the appropriate division chair.

____ This non-credit course proposal has been reviewed by Dean _____.

Initiator: _____
SIGNATURE PRINTED DATE

Completed by the Division Chair every semester the course is offered

INITIAL

____ The required current Non-credit Course Budget Worksheets are completed, reviewed and approved by the Division Chair in compliance with AR 6.14 Non-Credit Course Charges. If no fee is assessed, mark N/A.

____ I verify that all instructors associated with this course have indicated to me they completed the required MCCCDC Annual Disclosures and Acknowledgements. (ARS 38)

____ If minors will be permitted to enroll in this course, I verify that I have submitted the names of all instructors to SCC HR, and that HR has provided verification that all instructors are cleared to work with minors. (AR 13-3620)

____ If warranted by course activities, I verify that all enrollees will complete General Assumption of Risk and Release of Liability forms and that these forms will be retained according to applicable MCCCDC policy.

____ I have reviewed the course activities and verify they do not represent risks significant enough to warrant the completion of General Assumption of Risk and Release of Liability forms.

Division Chair: _____
SIGNATURE PRINTED DATE

STEP 2

ATTACH COMPLETED BUDGET WORKSHEET TO DISCUSS WITH COLLEGE BUSINESS OFFICE (CBO)

College Business Office: _____
SIGNATURE PRINTED DATE

STEP 3

SUBMIT PROPOSAL & BUDGET FOR APPROVAL

Email to: mollie.sutherland@scottsdalecc.edu

Instructor SVC Coord: _____
SIGNATURE PRINTED DATE

Dean/VPAA Approval: _____
SIGNATURE PRINTED DATE

After receiving approval to proceed, please submit a marketing request for flyers, social media, etc. that were discussed during the consultation in Step 1 at: bit.ly/scc-mktg-request.

STEP 4 - 6 ON NEXT PAGE

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STEP 4 ➔ COORDINATE WITH SCHEDULING AND HUMAN RESOURCES, THEN CURRICULUM & ACADEMIC SCHEDULING

Considerations:

- Avoid scheduling conflicts. Credit courses have priority over non-credit.
- Do NOT offer non-credit courses while the campus is closed.
This includes: holidays, holiday weekends (e.g., the entire Thanksgiving weekend), shutdown during winter break, etc.
- In the summer, do NOT offer non-credit courses on Friday, Saturday, or Sunday, or any time credit courses are NOT running (e.g., not during late July through mid-August when summer classes are not running).
- Do NOT offer non-credit courses on Sundays during the fall and spring semesters.

The following template is used to create a non-credit class in SIS for a specific Term/Semester.

Course _____ Start/Stop Dates _____

Print in Schedule/Web? Yes No

(Check for Conflicts) _____ Day(s) _____ Times Start/Stop _____

Instructor Residential Adjunct Classified Non-Classified

Enrollment Limit _____ Dept Consent _____ Fee Amount \$ _____

Combined Course

Major _____ Minor _____ Minor _____ Minor _____

SIS Course/Class Note (Specify if Public or Staff Note)

Special Instructions for Curriculum Office

HR Representative: _____
SIGNATURE PRINTED DATE

Curriculum & Academic Scheduling: _____
SIGNATURE PRINTED DATE

STEP 5 ➔ FINALIZE REGISTRATION PROCESS WITH ADMISSIONS & RECORDS

Email to: laura.krueger@scottsdalecc.edu

STEP 6 ➔ RELEASE TARGETED CAMPAIGN WITH MARKETING

Email to: eric.sells@scottsdalecc.edu