



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

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

sidney.dietz@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: chris.brosilo@scottsdalecc.edu

Curriculum & Academic Scheduling:
scheduling@scottsdalecc.edu

STEP 5 → Finalize Registration Process with Admissions & Records

laura.kruger@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.

[Empty text box for course description]

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.

[Empty text box for risk form explanation]

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 coach? Yes No

If Yes, requires AD approval: SIGNATURE DATE

HR Verified Scheduled Hrs/Week: SIGNATURE 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 COORDINATE WITH SCHEDULING AND HUMAN RESOURCES, THEN CURRICULUM & ACADEMIC SCHEDULING

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

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)
<div style="border: 1px solid black; height: 30px;"></div>
Special Instructions for Curriculum Office
<div style="border: 1px solid black; height: 30px;"></div>

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