

COURSE APPROVAL/METHODS FORM

Use this form for new sections and changes to the instructional method of existing sections (allowed up to 3 days prior to beginning of term).
Other changes to existing sections can be e-mailed to the Registrar's Office (instructors, rooms, times, days, caps, dates, etc.)

TERM _____ YEAR _____ LOCATION (circle): ONC | CDA | Dist Learning | Other _____

SUBJECT _____ COURSE # _____ SECTION # _____ # OF CREDITS _____

TITLE (26 characters max) _____

START DATE _____ END DATE _____ FEES _____

INSTRUCTIONAL METHOD (circle): LEC | LECW | HYBF | WEB | TELR | TELS | LAB | ACT

FACULTY NAME (printed, legal) _____ ID/SSN _____

(Submit all information for new faculty to Human Resource Services.)

BUILDING _____ ROOM _____ TECH/ROOM NEEDS _____

START TIME _____ END TIME _____ DAYS _____

CAPACITY _____ X-LIST WITH _____

RESTRICTIONS AND/OR RULES _____ WAITLIST (circle): YES | NO

INSTRUCTIONAL METHOD CHANGES (EXISTING CLASSES)

TERM _____ YEAR _____ SUBJECT _____ COURSE # _____ SECTION # _____

TITLE _____

CURRENT INST METHOD _____ → NEW INST METHOD _____

SOURCE COURSE CONTENT TERM _____ (e.g. 2010FA)

FOR CONTROLLER'S OFFICE USE ONLY

BILLING METHOD (Term or Section): _____ AR CODE: _____ (ALL) (FIXED)

REFUND POLICY: _____ AR CODE: _____ (ALL) (FIXED)

APPROVAL SIGNATURES

DIVISION CHAIR: _____ DATE: _____

COMMUNITY PROGRAMS: _____ DATE: _____

REGISTRAR'S OFFICE: _____ DATE: _____

CONTROLLER'S OFFICE: _____ DATE: _____

INSTRUCTIONS

1. Faculty member fills out the form and e-mails it to the Division Chair.
2. Division Chair reviews the form and e-mails it to the Registrar's Office (the form should first go to Community Programs, cpdean@lcsc.edu if the class is LECW, WEB, HYBF, or sections 7XXX).
3. The Registrar's Office creates the section/changes the method and e-mails the form to the Controller's Office IF the section requires a fee/change in fee.
4. The Controller's Office adds/changes the fee(s) and sends the form back to the Registrar's Office staff who then activates the course.
5. IF the method type changes to/from LECW, HYBF, or WEB the Registrar's Office e-mails the form to the Helpdesk.
6. IT then pushes the class to BbCE and e-mails the form to BbCE@lcsc.edu.
7. The Office of Distance Learning then changes the method type in BbCE and informs the Division Office that the change has been made.

Instructional Methods With Associated Fees 2009-2010

Code	Definition	Section Number Choices	Program Fee	Online/Hybrid Fee	IVC fee	Schedule Type 1=Academic 2=Technical 3=Comm. Programs
ACT	Courses associated with an activity; non-lecture	01, 02, ...	NO	NO	NO	1 or 2
		7001...	YES	NO	NO	3
HYBF	Courses with 30% or more of online delivery (Blackboard) of instruction and 70% of classroom instruction (including IVC). The purpose of this delivery method is to substitute traditional classroom lectures	7001...	YES	YES	NO	3
LAB	Laboratory sections associated with course sections	51, 52, ...	NO	NO	NO	1 or 2
		7051...7551....	YES	NO	NO	3
LEC	Courses delivering traditional classroom lectures.	01, 02, ...	NO	NO	NO	1 or 2
		7001...	YES	NO	NO	3
LECW	Courses with less than 30% of online delivery (Blackboard) of instruction. The purpose of this delivery method is to enhance traditional classroom lectures with limited tools in an online course management system.	01, 02, ...	NO	NO	NO	1 or 2
		7001...	YES	NO	NO	3
TELR (receiving site)	Courses receiving traditional classroom lectures using Interactive Video Conferencing in a technology equipped classroom.	01V...	NO	NO	YES	1 or 2
		7001V...	YES	NO	YES	3
TELS (sending site)	Courses sending traditional classroom lectures using Interactive Video Conferencing in a technology equipped classroom.	01V...	NO	NO	NO	1 or 2
		7001V...	YES	NO	NO	3
WEB	Courses with 100% instruction delivered online using Blackboard. The purpose of this delivery method is to substitute classroom lectures entirely giving flexibility for both faculty and students to participate anytime and/or anyplace.	60, 61, 62, 63,...	YES	YES	NO	3

Notes:

- Courses may have additional course-specific fees according to the course fee list (ex: PACE fee). PACE courses (those beginning with a P) may fall into the above categories.
- Section numbers listed above are guidelines and course fees should be applied to other sections within that series. For example, LECW section 03 course should be charged the same as section 01 and LECW section 7003 course should be charged the same as section 7001.
- Additional instructional methods: CNL (clinical), COP (cooperative), DST (directed study), INT (internship), PRC (practicum), SPT (special topic), WRK (workshop).