

FCCJ Non-Credit Self-Support Course Proposal

Originator: Please complete this form and send to SSC Coordinator, Open Campus President's Office, Urban Resource Center, or fax to ext 8468, Attention: SSC Coordinator. For information call 633-8432.

Originator: _____ Campus/Center: _____ Date: _____
 Telephone: _____ Fax: _____ E-mail: _____

Use a separate sheet for each course.

New Course Information

Term _____

New Course Proposal

Course Number (to be assigned by SSC Coordinator): _____

Course Title: _____

Contact Hours: _____ Course Fee: _____ Suffix: _____

Additional Fee: _____ Additional Suffix: _____

Explanation: _____

**** (Tuition is calculated by subtracting the parking fee from the course fee.)**

TUITION _____
 + PARKING FEE _____
 ** (parking fee = contact hrs x .03)
 = COURSE FEE _____

Course Fee	Suffix Code
\$10.....	A
\$15.....	K
\$24.....	L
\$25.....	P
\$30.....	Y
\$35.....	J
\$40.....	G
\$45.....	S
\$50.....	E
\$55.....	T
\$65.....	B
\$72.....	M
\$75.....	Q
\$80.....	C
\$90.....	N
\$95.....	F
\$100.....	O
\$120.....	D
\$125.....	H
\$135.....	U
\$150.....	I
\$175.....	V
\$195.....	X
\$225.....	W
\$249.....	Z

Changes to Current Course Information

After the course has been activated, you may make additions and changes to the title, description, and fees. You may make more than one change to your course.

Course Title Change

Course Number and Suffix: _____

New Course Title: _____

Suffix or Fee Change

Explanation: _____

Existing Course Number and Suffix: _____ A suffix code is used to denote fees.

Add Suffix and Fee: _____ Multiple fees may be assigned to a

Add Suffix and Fee: _____ single course.

Delete Suffix and Fee: _____

Description Change

Course Number and Suffix: _____ If the course fee does not appear on the list, then the course number alone is used (SSC0338 = \$595).

Course Description for the Continuing Education Class Schedule Only

Course Contact Telephone Number (required for advertising): _____

Prerequisite(s): _____

Materials Fee: _____ Books or Other Requirements: _____

Description (use back if necessary):

A copy of the course description will be forwarded to the Marketing Department by the SSC Coordinator.

Signature of Originator: _____ Date: _____

Signature of Immediate Supervisor: _____ Date: _____

Signature of Campus President: _____ Date: _____