

Encore Campus Course Submission Process 2009 Fall

New Instructor Course Submission Process

Now	Complete and Submit a Course Proposal Outline for each course
May	Course Confirmation or Course Status Letters are mailed / emailed Upon receipt of the Course Confirmation, Sign, Date and Return Course Confirmation Letters
June	Complete College Employment Application Attend Human Resource Orientation Session (notification will be sent of the date and time through our office) Subscribe to Encore Campus Newsletter Complete Instructor Availability Survey
August	Participate in Encore Campus Showcase (encouraged but optional)
September	Attend Annual Instructor meeting (Fall only) Logon on to my Tri-C space once network access has been granted Monitor course enrollment Verify room assignments Fall Encore Campus Classes Begin

Returning Instructor Course Submission Process

Now	Complete and Submit a Course Proposal Outline for each course
May	Course Confirmation or Course Status Letters are mailed / emailed Upon receipt of the Course Confirmation, Sign, Date and Return Course Confirmation Letters
June	Course Proffers are mailed Upon receipt of the Proffers, Sign, Date and Return Proffers
August	Participate in Encore Campus Showcase (new courses only)
September	Attend Annual Instructor meeting (Fall only) Logon on to my Tri-C space Monitor course enrollment Verify room assignments Fall Encore Campus Classes Begin