



## Request for Developing an Online Course (MSVCC)

Please fill in the following form to request to develop a course for online delivery through the MSVCC.  
One course per sheet.

<b>Instructor's Name:</b>			
<b>Instructor's Holmes Email:</b>			
<b>Instructor's Holmes ID Number:</b>			
<b>Instructor's Campus:</b>			
<b>Instructor's Phone:</b>	<b>Office:</b>	<b>Cell:</b>	
<b>Course Title:</b>			
<b>Course Prefix:</b>			
<b>Course Number:</b>			
<b>First Term To Be Taught:</b>	<input type="checkbox"/> Summer	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring 20
<b>Is this your first time to teach online?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Have you had Canvas Training?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Year</b>
<b>Have you had Online Instructor Training</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Year</b>
<b>Have you attended Virtual Training Sessions?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>List all Training Sessions Attended</b>			
<b>Please type your name and date.</b>			
<b>Instructor</b>			<b>Date:</b>
<b>Department Chair</b>			<b>Date:</b>
<b>Campus – AcademicDean/ Career Technical Director</b>			<b>Date:</b>
<b>District – Vice President Academic/Career Technical</b>			<b>Date:</b>
<b>eLearning Coordinator</b>			<b>Date:</b>
<b>Please do not write below this line.</b>			
<b>Date Added to Banner:</b>			
<b>Date Added to Enrollment Tool:</b>			
<b>Course Title</b>			
<b>Canvas Shell Created</b>			
<b>Date Credentials Were Uploaded:</b>			

May 21, 2019