

Instructor Request for AC Online Faculty Course Shells

1. Complete the information below.
2. Print and submit the completed request to your Department Chair for signature/approval.
3. Submit the signed request to the Center for Teaching and Learning.

First Name (as listed in Web Advisor)

Last Name (as listed in Web Advisor)

Web Advisor login

Division

Department

Department Chair Name

Department Chair Signature (approval)

Course Name & Number (example: BIOL-2401)	Complete Course Title as listed in catalog and Web Advisor (example: Human Anatomy and Physiology)	Course Type (check only one for each course)				
		OL	HY	EO	SH	TR

Course Type Definitions

OL Online Course - Instruction is delivered 100% over Internet.

HY Hybrid Course - Instruction is delivered 50% online and 50% conducted through face-to-face contact. Note: Seat time will be reduced by 50% when scheduling classrooms.

EO Enhanced Online - Online course that requires a student to attend a face-to-face instruction, but does not meet hybrid course definition.

SH Short Course - Shorter 5-week or 8-week format (Fall Too, Spring Too, or Summer Too)

TR Traditional Course - Instruction is delivered 100% face-to-face contact with instructor. A disclaimer will be added to traditional course offering information to alert students they are expected to use computers with internet capability to enhance their learning. (May be lecture, lab, lecture/lab, clinical, practicum, internship, cooperative experience.

NOTE: Be sure to sort your courses **By Category** on your AC Online Personal Home Page.