

# **CONTINUING EDUCATION COURSE SETUP REQUEST FORM**

## DALLAS COUNTY COMMUNITY COLLEGE DISTRICT CONTINUING EDUCATION COURSE SETUP REQUEST

Submit your e-mail request to Debra Turner ([debra.turner@dcccd.edu](mailto:debra.turner@dcccd.edu))

### TO REQUEST A WECM (FUNDED) COURSE NUMBER

Please check **BEFOREHAND** if course number is currently in the course master (Colleague CRSE screen) before submitting the e-mail request. Include the following in your e-mail request:

- |  |   |
|--|---|
| 1) Four-letter Course Rubric (example: ACNT)                                 | 5) Start date for requested course  |
| 2) Course Number (example: 1011)   | 6) At least one course category with ID#<br>(Contact Debra Turner for course category list) |
| 3) Course Title (exactly as listed in the WECM Manual)                       |   |
| 4) Hour range: Minimum and Maximum<br>(exactly as listed in the WECM manual) |   |

### TO REQUEST A NONFUNDED COURSE LIST

Please contact Debra Turner ([debra.turner@dcccd.edu](mailto:debra.turner@dcccd.edu)) for a CE nonfunded course list.

### TO REQUEST A WECM LOCAL NEED (FUNDED) COURSE NUMBER

Please check **BEFOREHAND** if course number is currently in the course master (Colleague CRSE screen) before submitting the form. Local Need Course Forms are submitted electronically via the WECM website Electronic Submissions at <https://www1.thecb.state.tx.us/apps/WorkforceEd/revisions/login4.cfm>. For further information regarding the password needed to access the site, you will need to contact your college's CE Dean. You must submit a Local Need course form for each course request. These requests must be forwarded to the DOEA via web 45 days before the number is to be used. Each Local Need course number can be used only once within the DCCCD for a specific course title and content. The THECB will refuse duplicate course number requests.

Once you have completed the online form:

Please notify Debra Turner ([debra.turner@dcccd.edu](mailto:debra.turner@dcccd.edu)) and Joyce Williams ([williamsjoyce@dcccd.edu](mailto:williamsjoyce@dcccd.edu)) by e-mail after the web input has been done, so that our office may begin processing the form for submission to the Texas Higher Education Coordinating Board.

### TO REQUEST A WECM SPECIAL TOPICS (FUNDED) COURSE NUMBER

Please check **BEFOREHAND** if course number is currently in the course master (Colleague CRSE screen) before submitting the form. Special Topics Course Forms are submitted electronically via the WECM website Electronic Submissions at <https://www1.thecb.state.tx.us/apps/WorkforceEd/revisions/login4.cfm>. For further information regarding the password needed to access the site, you will need to contact your college's CE Dean. You must submit a Special Topics course form for each course request. Each variation of contact hour length, subtitle, and/or content within the usage of each special topics course rubric/number requires a separate form. Special Topics course forms must be forwarded to the DOEA via web no later than 30 days prior to the end of the quarter in which the course is first being reported.

Once you have completed the online form:

Please notify Debra Turner ([debra.turner@dcccd.edu](mailto:debra.turner@dcccd.edu)) and Joyce Williams ([williamsjoyce@dcccd.edu](mailto:williamsjoyce@dcccd.edu)) by e-mail once the web input has been done, so that our office may begin processing the form for submission to the Texas Higher Education Coordinating Board.

**NOTE: IF YOU NEED A COURSE NUMBER IMMEDIATELY, PLEASE INDICATE "ASAP" IN YOUR E-MAIL REQUEST.**