



## Mt. San Antonio College

### Continuing Education Division

Paulo Madrigal, Interim Director

Community and Career Education

1100 N. Grand Avenue, Walnut CA 91789

[www.mtsac.edu](http://www.mtsac.edu) • 909-594-5611

Dear Instructor:

This letter contains important information for those wishing to offer Community Education (fee based) courses. Course Proposals are due to the Division office. Please read carefully before completing the enclosed submittal form and supporting documentation.

To complete the attached submittal form, please be sure to:

1. **Type or neatly print** using black or blue ink. Use only one form for each class. You may photocopy the form for additional classes.
2. Incomplete forms will be returned and may miss required deadlines.
3. Due to limited classroom space on week nights, we cannot guarantee the availability of a classroom during the week. It is best to try to schedule classes for Friday evenings, Saturday or Sunday.

Supporting documentation:

1. Syllabus, which should include a course outline, topics to be covered, and at least 4 learning outcomes.
2. List and sample(s) of materials, books, handouts, or other items that will be used in the class.
3. Include a brief biography about the instructor.

Dates

The number of days and hours of your class is determined by you, subject to the following guidelines.

- Classes may begin the first day of the semester or session and must end no later than the last day of a semester or session.
  - **Winter intersession will be starting Monday, January 5 and ending February 15, 2009.**
  - **Spring semester will be starting Monday, February 23 and ending June 14, 2009.**
- Classes may NOT be held on holidays or holiday weekends. Classes may be NOT be held on the following holidays: New Year's Day, Martin Luther King Jr. Day, Lincoln's Birthday Day, Washington's Birthday, Cesar Chavez Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Recess and the Christmas Holiday Recess.

It is imperative that the proposal deadline is met to ensure inclusion in schedule of classes.

Sincerely,

Paulo Madrigal  
Interim Director, Community & Career Education

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**BOARD OF TRUSTEES:** Manuel Baca, Ph.D., Roseann M. Bader, Judy Chen Haggerty, Fred Chyr, David K. Hall, Ph.D., Ms. Cheryl Jamison  
John S. Nixon, Ph. D., College President/CEO  
1100 N. Grand Avenue, Walnut CA 91789  
909) 594-5611 ext. 4220 FAX 909) 468-3937 <http://www.mtsac.edu>

