

New Course Request Policy

- All new course requests should be completed at least **one week** before the first day of class in a new semester.
 - All new course requests by instructors should be completed using the ticketing system (Moodle Service Request). When creating the ticket, please select 'Create/Archive Course' as the help topic.
 - All instructors should fill out their names, email address along with the name of the course (Ex: Nursing 101-Paediatrics) in the **subject box** of the form along with these details in the **message box**:
 - Type of outline (topic/week)
 - Number of weeks/topics (1-50)
 - Gradebook access for students (yes/no)
 - Enrolment key
 - Your new course request will be completed within 24 hours of form submission and you will be notified via email.
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