

# **Important information for Community Education**

## **Instructors!**

All proposals are subject to an approval process. Upon completion, submission, and approval, we will work with instructors to design a schedule. Be sure to include a resume, short biography, and any relevant certifications; it may help with the approval process.

**The deadline for proposal submission is July 9, 2020.**

**Only courses that can be offered online will be accepted for the fall 2020 semester.**

**Community Education Courses:** Course length is at the discretion of the instructor; however for the fall 2020 semester your course may only be held between September 14 through December 11, 2020.

**Student Enrollment and fees:** The instructor determines the fee for the course. Copper Mountain College has a minimum class enrollment of three students for the class to run; however, the instructor may set a higher minimum enrollment. A student roster will be emailed to you prior to the first class.

**Instructor Payment:** Upon completion of the course, the instructor will receive 70% of the total student enrollment fees. An invoice will be emailed to you for your signature stating the number of students enrolled and the total amount of payment due. Return the signed invoice via email to [communityed@cmccd.edu](mailto:communityed@cmccd.edu) or you may mail the invoice to:

Copper Mountain College  
Attn: Office of Instruction  
PO Box 1398  
Joshua Tree, CA 92252