POD CLASS CREATION FORM:

Please save the form to your computer, open in Adobe from your computer, complete the form and then resave it to your computer. Email to POD by clicking on the Email Form button above.

Instructor Information			
Last Name:		First Name:	
MCC ID#:			

Class Information			
Title: (30 characters)			
Description:			
Equipment Needed:	Instructor Computer w/ overhead Internet Access Brightspace Shell Computers for participants Other:	**Level:**	General/Beginner Intermediate/Position-specific Advanced Restricted Enrollment
Preferred Location:	Building: Room Number: Already reserved? Please help find a location Online Class – no location needed Offsite location (specify):		
Section Capacity:		**Duration:**	
Meeting Day(s), Date(s)&Time(s) Ex: Monday, 2/12 @ 9:30am-11:00am			
Other Notes: Additional Instructor's names and IDs			

Prerequisite/ Restrictions:	List:	**Step Credit:**	Yes	Number of credits:
		Fees:	Yes	Cost $

POD OFFICE USE ONLY

ZPOD		Quarter	
Class Created		Grades Received	
Room Reserved		Grades Posted	
BS shell created		PD File Created	