COMMITTEE ON CURRICULUM AND INSTRUCTION
Course Evaluation Subcommittee

HelpDesk ex. 4511 or 3059   **Academic Services** ex. 4126

Course Outline Support and Assistance
Through the
Faculty Resource Center—HelpDesk

The Faculty Resource Centers (FRC) and the HelpDesk on both campuses, are available for faculty who need technical assistance while entering their course data and information on the online Course Outline and other online curriculum forms.

All curriculum forms are bookmarked on FRC workstations and the FRC or HelpDesk technologists are available for technical support at the FRC / LAC during business hours and FRC/PCC during posted hours. Faculty walk-ins are welcome. Faculty may also call the HelpDesk during business hours for any technical difficulties they experience with the site.

FRC / HelpDesk Technical Support is available at the following locations and hours:

LAC
FRC: L-124
HelpDesk: Ext. #4511
Mon - Thu 8 a.m. - 7 p.m
Fri - 8 a.m. - 4 p.m.

PCC
FRC: GG114
HelpDesk: Ext. #3059
A technologist is available 20 hours per week as posted.

Faculty members will need to have their curriculum log in user ID and password prior to accessing the online forms. Inquiries that require non-technical support will be referred to the Course Evaluation Subcommittee Chair.

Upon completion, the faculty member's will submit the Course Outline to the appropriate hierarchy (department chair, school dean, Academic Services).