

# 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.

Please communicate via our email address: [communityed@cmccd.edu](mailto:communityed@cmccd.edu)

**The deadline for proposal submission is April 16, 2021.**

**Community Education Courses:** Course length is at the discretion of the instructor; however for the fall 2021 semester your course may only be held between September 3<sup>rd</sup> and December 7<sup>th</sup>.

**Location Availability:** Courses may be offered online or face-to-face for the fall 2021 semester.

**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 Arts & Sciences, #200  
PO Box 1398  
Joshua Tree, CA 92252