



## Professional & Organizational Development

### 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: Please help find a location Online Class – no location needed Offsite location (specify):	Room Number:	Already reserved?
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
		Fees:	Yes
		Number of credits:	
		Cost \$	
POD OFFICE USE ONLY			
ZPOD		Quarter	
Class Created		Grades Received	
Room Reserved		Grades Posted	
BS shell created		PD File Created	