

PLANNING PROCESS CHECKLIST

This list will help identify key components to offer a college course within your school.

NAME OF HIGH SCHOOL: _____

Task Description		Date	Comments
EDUCATIONAL INTEREST			
Determine interest in a specific pathway or general education course			
Notify Early College contact at CCC			
Determine alignment to a pathway program or general education course			
INSTRUCTOR			
Identify the instructor			
Provide a summary of professional work experience and college transcripts for review			
CCC will review credentials and notify the high school contact			
HIGH SCHOOL VISIT			
Schedule a facility tour at the high school as needed			
Determine accommodations for instruction such as (Adaption to space, safety, etc.)			

EQUIPMENT NEEDS OR OBTAINED

