

Attention, chief instructional officers and curriculum committee chairs!

The training schedule for Certification for Stand-alone Credit Course Approval has been finalized. These sessions will NOT be archived. At least one person from your college must attend synchronously ("in person") at one of these times unless someone attended in person on July 14, 2007. No other System Office training will be scheduled. Your college's certification that all persons involved in curriculum approval have been trained is due by **November 1, 2007**.

Day of Week	Date	Time	Pass code & Password
Thursday	September 6, 2007	8:30-10:00am	374160
Friday	September 14, 2007	10:30am-12:00pm	725708
Tuesday	September 18, 2007	2:00-3:30pm	274076
Thursday	September 20, 2007	8:30-10:00am	939380
Tuesday	October 2, 2007	2:00-3:30pm	758218
Friday	October 5, 2007	10:30am-12:00pm	996367
Thursday	October 18, 2007	8:30-10:00am	366831
Thursday	October 25, 2007	2:00-3:30pm	734862
Friday	October 26, 2007	10:30am-12:00pm	119227

For your reference, instructions for participating in these training sessions and links to documents that you will need for handouts when you attend the training will be **available by Wednesday morning, September 5, 2007** on the Chancellor's Office web site at [http://www.cccco.edu/divisions/esed/aa\\_ir/aa.htm](http://www.cccco.edu/divisions/esed/aa_ir/aa.htm) under *What's New!* in the Academic Affairs Division.

Please note that at least one person from your campus, preferably the curriculum committee chair, must attend one of these training sessions (or July 14, 2007, at the Curriculum Institute). The person or persons who attend this System Office training is/are responsible for training others on your campus. All training materials will be sent by email to participants approximately 1-2 days after each training session date listed above. Please schedule your on-campus training accordingly.

It is possible for a group to "attend" these training sessions. You will need a computer with Internet connection and projection **AND a telephone line** in order to fully participate in CCC Confer's Meet & Confer sessions. Download the handout documents in advance (available 9/5/07) in order to make sufficient copies for your group of participants.

#### **Instructions for accessing training:**

1. Connect by phone to hear the lecture and question/answer:
2. Dial your telephone conference line: (888) 886-3951
3. Enter your pass code: <from list above>
4. Connect by computer to see the presentation:

5. Run the Wizard <http://www.cccconfer.org/wizard> (if not previously done)
6. Go to <http://www.cccconfer.org>.
7. Click the **Participant Log In** button under the Meet & Confer logo
8. Locate your meeting and click **Go**.
9. Fill out the form and enter the password (same as pass code): <from list above>

Please don't hesitate to contact me if you have questions. The staff at CCC Confer are better equipped to help you with getting connected to the training sessions. They can be reached at [clientservices@cccconfer.org](mailto:clientservices@cccconfer.org).

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