



Course Closing Procedure

Stated in Southwestern College's All-College Employment Policy 3.7.1 regarding compensation, payment for specially contracted employees (including BeADisciple instructors) are direct deposited on the last banking day of the month. All employee payments are processed through Paycom. BeADisciple Instructors will be given access to payment information on Paycom and will use this site to maintain any personal information. A representative from the college will contact you to set up your Paycom account. If an Instructor or course sponsor is paid via a corporation, nonprofit corporation, or organization, they will need to submit a W9. Corporations/organizations will be paid through Accounts Payable and processed through Paymerang as a direct deposit or paper (mailed) check.

Payments for BeADisciple Instructors can be expected on the last banking day of the month. For courses that end by the 23rd of the month, payments will be processed the month the course is scheduled to close. Checks from courses closing after the 23rd can be expected on the last banking day of the following month. (For example, if your course ends January 20, you can expect a payment on the last banking day of January. If it ends January 28, you can expect payment on the last banking day of February.)

Extensions to a course do not change the payment date but may or may not affect the following schedule:

Towards the end date of course: The course enrollment list will be sent to the instructor to prompt certificate requests. This list is due back as soon as possible with each learner marked either "Y" - completed, or "N" - not completed. Certificates will then be created by IFD staff and sent in an email with certificates attached within two weeks of the end date of the course given by the instructor. The instructor will be on copy of the email to know the task has been completed.

On the Tuesday following the course closing date, the following will also happen:

- The course evaluation will be made available to learners (if the instructor has not already done this – feel free to make it available earlier if you are ready for it.)
- An email will be sent out to all learners in the course asking them to complete the course evaluation, with directions on where to find the evaluation.

One week later (the second Tuesday after the course closing date), the following will happen:

- The course will be closed (made unavailable to learners) in Blackboard.
- The course evaluation results will be pulled and filed.
- The course evaluation results will be emailed to the instructor.

- The course will be archived and a file saved – the instructor can tell a course has been archived by “Archived” in the course title.

After the course has been archived, the instructor may make changes to the course site. Courses are copied and prepped for the next session two Fridays before a course launches. Instructors are emailed with an enrollment update after this has occurred. If an instructor would like the course site prepared earlier than this, then he/she should simply email a request to Lisa at BeADisciple@sckans.edu.