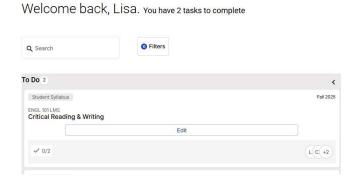
Simple Syllabus – College NOW Course Requirements

Due May 9 - Fall 2025 and Yearlong Courses

Due Dec 12 - Spring 2026 courses (available in Simple Syllabus mid-October)

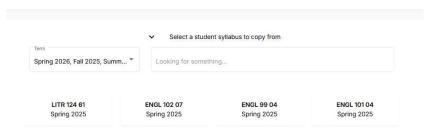
1) Access heartland.simplesyllabus.com using your HCC Username and Password.

On your dashboard will be 1 section for each course you are scheduled to teach in the **FALL 2025** or **YEARLONG** format, as confirmed by your high school. *Contact <u>EarlyCollege@heartland.edu</u>* if you do not see the course(s) you are expecting to see



- 2) Click *Edit* to begin. Content from the Master Syllabus is included and "locked" in your syllabus. This information will automatically update if changes are made to the overall course master.
- 3) Complete the instructor components as noted in the checklist below:
 - a. Required components are outlined in Orange in Simple Syllabus.
 - b. Optional components are also available should you choose to use them. Unused components will not appear in your published syllabus
 - c. Content can be copy/pasted from a different source or created directly in the component text boxes
 - d. *Instructor Information Component*: If you do not yet know the meeting schedule for your course, list TBA to complete the requirement and submit your syllabus. This can be updated in the fall.

*If you have used Simple Syllabus before, you have the option to import your instructor content from a previous semester. When you open your course, this option will appear at the top that allows you to choose the previous class to copy content from. You can still make any updates as needed to individual components. If you prefer to start from scratch, you can ignore this option and move on



Simple Syllabus – College NOW Course Requirements

- 4) When all required sections are complete, the Submit button will appear at the bottom of the screen. Click this to send for approval.
- 5) Watch for confirmation from Simple Syllabus, and any feedback from the reviewer.
- 6) When you return in August we will have any additional section(s) set up that have been confirmed through schedules and rosters from your school. You will be able to submit those easily by copying your approved content into those to submit.

For assistance, reach out to the appropriate contact noted below:

Division / Discipline	HCC Contact	
Business & Mathematics	Jeremy McClure, Dean, STEM and Business <u>Jeremy.McClure@heartland.edu</u>	
Career & Technical Education - Agriculture - Business Technology - Computer Technology - Digital Media - Networking - Welding	Adam Campbell, Dean, Career & Technical Education Adam.Campbell@heartland.edu	
Health	Kelly Pyle, Dean, Health Sciences Kelly.Pyle@heartland.edu	
Nursing Assistant	Susan Carl, Associate Dean, Health Sciences Susan.Carl@heartland.edu	
Liberal Arts & Social Sciences: - Education / Early Childhood Ed - English & Communication - Humanities & Fine Arts - Social Sciences	Cherie Madigan, Professor II of English; LASS College NOW Coordinator <u>Cherie.Madigan@heartland.edu</u>	
Life & Physical Science	Brian Brennan, Associate Dean, STEM and Business Brian.Brennan@heartland.edu	
Success Education (SCED)	Tammy Truitt, Associate Dean of Students <u>Tammy.Truitt@heartland.edu</u>	
General Questions or Assistance with Simple Syllabus	Lisa Sleevar, Director, Curriculum & Early College Processes <u>Lisa.Sleevar@heartland.edu</u> / <u>EarlyCollege@heartland.edu</u>	

Simple Syllabus – College NOW Course Requirements

Component	Status	Instructor Requirements
Header: Division, Course Prefix, Number, Title	Locked	
Syllabus Details (Credit, Contact Hours, IAI Status)	Locked	
Prerequisite	Locked	
Catalog Description	Locked	
Instructor Information	Required	Enter
Textbooks or Materials Contact your academic administrator if you have questions on allowable textbooks/materials	Required	Enter/Edit
Course Transferability	Locked	
*Learning Outcomes and Assessment Instructions	Information	
Essential Competencies	Locked	
Learning Outcomes	Locked	
Range of Assessment Methods	Required	Edit with section-specific Assessments within allowable range
Program Outcomes (if listed)	Optional	
Course/Lab Outline	Locked	
*Directions for Method of Evaluation Instructions	Information	
Method of Evaluation	Required	Edit with section-specific methods & assignment weights
Grading Scale	Locked	
Required Writing & Reading	Locked	
*Course Calendar Instructions	Information	
Course Schedule	Required	Enter/Edit
Attendance and Participation	Required	Enter
Late Work/Deadlines	Required	Enter
Census Day Withdrawal Policy	Locked	Pre-Populated for CNOW
Mid-Term Withdrawal Policy	Locked	Pre-Populated for CNOW
Academic Policies and Student Handbook	Locked	
Student Access and Accommodation Services	Required	Specific for CNOW
Student Support Services	Required	
Syllabus Disclaimer	Required	Enter