

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 EarlyCollege@heartland.edu if you do not see the course(s) you are expecting to see

Welcome back, Lisa. You have 2 tasks to complete

The screenshot shows a dashboard with a search bar and a 'Filters' button. Below is a 'To Do' list with 2 items. The first item is 'Student Syllabus' for 'Fall 2025'. Underneath, it lists 'ENGL 101 LMS' and 'Critical Reading & Writing'. There is an 'Edit' button next to the course name. At the bottom of the list, it shows '✓ 0/2' and a '+2' button.

- 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

The screenshot shows a dropdown menu titled 'Select a student syllabus to copy from'. Below the dropdown is a search bar with the text 'Looking for something...'. Below the search bar is a list of courses:

Term	Course
Spring 2026, Fall 2025, Summ...	LITR 124 61 Spring 2025
	ENGL 102 07 Spring 2025
	ENGL 99 04 Spring 2025
	ENGL 101 04 Spring 2025

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- 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 Jeremy.McClure@heartland.edu
Career & Technical Education <ul style="list-style-type: none">- 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: <ul style="list-style-type: none">- Education / Early Childhood Ed- English & Communication- Humanities & Fine Arts- Social Sciences	Cherie Madigan, Professor II of English ; LASS College NOW Coordinator Cherie.Madigan@heartland.edu
Life & Physical Science	Brian Brennan, Associate Dean, STEM and Business Brian.Brennan@heartland.edu
Success Education (SCED)	Tammy Truitt, Associate Dean of Students Tammy.Truitt@heartland.edu
General Questions or Assistance with Simple Syllabus	Lisa Sleevar, Director, Curriculum & Early College Processes Lisa.Sleevar@heartland.edu / EarlyCollege@heartland.edu

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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 <i>Contact your academic administrator if you have questions on allowable textbooks/materials</i>	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
<i>Program Outcomes (if listed)</i>	<i>Optional</i>	--
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