Ottawa Catholic School Board

M E M O R A N D U M

TO: All General Interest Instructor Applicants

FROM: General Interest Program Coordinator

DATE: August 3, 2011

RE: **NEW COURSE PROPOSAL SUBMISSION**

Any applicant interested in offering a course in our Winter/Spring 2012 *Connections* Program Guide is requested to complete and submit the following *New Course Proposal Form.* Winter programming begins the week of January 30, 2012 and spring programming begins the week of April 23, 2012. The deadline for submissions is **October 28, 2011** for the winter/spring program guide.

As you select the location and day of the week you wish to offer your course, please keep in mind that the following school locations are available to General Interest programming on the evenings listed below. The earliest time a course may begin in the evening is 6:00 pm and they may run until 10:00 pm.

Holy Trinity Catholic HS (Kanata)	**Monday or Wednesday**
Sacred Heart HS (Stittsville)	**Tuesday or Thursday**
Mother Teresa HS (Barrhaven)	**Monday or Wednesday**
Immaculata HS (Main Street)	**Monday or Wednesday**
LB Pearson Catholic HS (Beacon Hill)	**Monday or Wednesday**
St. Patrick's HS (Alta Vista)	**Tuesday or Thursday**
St. Francis Xavier HS (Riverside South)	**Tuesday or Thursday**
St. Matthew HS (Convent Glen)	**Tuesday or Thursday**
St. Peter HS (Fallingbrook)	**Monday or Wednesday**
St. Nicholas Adult HS (Carling/Merivale)	**Monday through Friday**
St. Ambrose (Carling/Preston)	**Monday through Friday, plus Saturday daytime**

Send your completed form(s) and appropriate documentation to:
General Interest Program Coordinator, Continuing & Community Education
570 West Hunt Club Road, Ottawa, ON, K2G 3R4
Or fax to 613-723-0478.

Please call Kristie Vanbergen at 613-228-3338 if there are any questions regarding this procedure. We appreciate your interest in our program as experience has shown that part of our success is ensuring we have new quality courses offered each term. We will review your application and will contact you if the course meets our program requirements.