## **SHORTCOURSES PROCESS FLOW**





**PLAN** Information for short course

**PROPOSE** 

Gather all information and complete PDF form **SUBMIT** 

Email form to shortcourses@ecu.edu.au

**ENROL** 

Course available online through external website. Enrol through Genius and pay through OneStop

**COMPLETE** 

Complete course and obtain certificate

**ADVICE** Consult with finance manager for pricing

SIGN OFF

Get the sign off from Discipline and Executive Dean

**ACCESS** 

Get access to your course in Canvas to add learning material (if online/hybrid)

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\_EARN

Online learning through Canvas/ face-to-face



