 June 21, 2019

# **Professional Technical Common Courses**

# Deactivation of an existing course

## Deactivation Process

To drop a Professional/Technical Common Course (P/TCC) from its inventory, the college:

1. [ ]  Submits an email to the SBCTC P/TCC staff to remove the college from the list of colleges offering the P/TCC. The WEC Chair should be copied on the email.
2. [ ]  Revises the college’s course catalog to reflect the change.



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