



## Course Start-Up Policy

IFD certified instructors may offer their own courses online through BeADisciple.com. The process is initiated by submission of a completed IFD Online Course Questionnaire to the IFD Director of Online Education through this link:

<https://www.beadisciple.com/instructorinfo/>. This is an agreement between the instructor and the IFD on the details of the course: title, description, start date, length, end date, minimum/maximum enrollment numbers, fee charged, etc. Once details are agreed upon, the IFD staff will use the information provided to post details regarding the course onto BeADisciple.com and open enrollment. The completed course questionnaire should contain all information the instructor wishes placed on the website, including book and material ordering information, if applicable.

Here are a few guidelines to keep in mind when completing the questionnaire:

- All BeADisciple.com courses and courses begin on a weekday (M-F) and participant access will be made available by noon US Central Time of the start day. This will be communicated on the website and on the receipt.
- Course information and course start days are negotiated with the IFD Director of Online Education using the course questionnaire.
- Courses will not be launched on the first Monday in January of each year.
- The BeADisciple.com newsletter goes out on the first Tuesday of each month. For planning purposes, it is better to avoid launching classes on the first Monday of the month to not miss out on the promotion and visibility brought by the newsletter. Some months, this cannot be avoided due to the way the monthly calendar dates fall.
- BeADisciple.com will have some blackout dates each year in agreement with the college for upgrades; these will be kept up-to-date on the Instructor Info webpage. Please do not schedule your course to run over these dates.
- Enrollment for all classes will be closed when the maximum enrollment number or the course start date is reached, whichever occurs first. Enrollment may be extended at the discretion of the Director of Online Education.