



Programming Request Form Instructions

In order to clarify the process of making a request to the system and programming department, this form helps guide the educational institutions, staff, faculty and administrators of Central Services (CS), Columbia College (CC) and Modesto Junior College (MJC).

INSTRUCTIONS

- 1: Print the Programming Request Form and complete all requested information
- 2: Requester should forward the request form to their manager for appropriate signature.
- 3: Submit the completed/signed form to the team lead in your area (see defined below).
- 4: The System and Programming Manager will evaluate the request and either take care of it or submit to the Programming Prioritization Committee (PPC).
- 5: The request will be reviewed and you will be contacted.

Applications / Team Leads:

AR Accounts Receivable / Teresa Rule, Robert Gritz
CF Colleague Financial / Deborah Campbell
Community Ed / Pat Rawe, Robert Gritz
FA Financial Aid / Myra Rush, Marnie Shively
Instruction / Becki Scharffer, Susan Vegter-Slape
HR - Payroll / Linda Diggs-Gray, Erika Hatfield
ST / Susie Agostini, Kathy Smith

Reasons for Request:

Compliance: Modifications to an existing or a new program that are mandated by federal or state law, education code or YCCD district policy.

Enhancements: A change to an existing program that will provide additional information, report(s), or functionality.

Funding: Modifications to an existing or a new program that will affect funding.

Work Affected: Changes to an existing program that is running improperly, or the need to fix or repair files or data.

Other: None of the above- please describe.