

REQUEST FOR THE CREATION OF A NEW COURSE SECTION, CORRECTION TO AN EXISTING COURSE SECTION, OR REMOVAL OF AN EXISTING COURSE SECTION

This form must be used when adding a course that was not in the original class schedule or to change an existing course section. All of the following information and approvals must be provided before a course section will be established in the Student Information System.

Check One Create New Section (Complete entire form)
 Change Existing Section (Complete only fields that are changing)
 Remove Existing Section (Complete fields with identifying information)

Term: _____ **Department:** _____

Course Subject: _____ **Course Number:** _____
(i.e., ENGL, MTH) (i.e., 3301)

Title: _____
(Complete if title is different from official Course Inventory Title)

Instructor Name: _____

Type of Instruction: LEC – Lecture LAB – Lecture PRA – Practicum IND – Independent Study FLD – Student Teaching

Meeting Days: _____ **Meeting Time:** _____ to _____
(i.e., MW, , TTH) (Begin) (End)

Building: _____ **Room Number:** _____ **Site:** _____

Teleconference: Yes No **Web Course:** Yes No

Maximum Enrollment: _____

APPROVALS

Instructor: _____ Date: _____

Department Chair: _____ Date: _____

Dean: _____ Date: _____