Arranged Course Request Form

Obtain the signature of the instructor and department chair in that order. If you are arranging a graduate level course, you will need to obtain a signature from the Graduate Office. Courses not in the current catalog need to include a syllabus with a course description and information on how student grades will be determined. For 3000/5000 or 4000/5000 level courses include additional graduate components.

Part I (to be completed by the student)

Name: __________________________________________________ Student ID: ____________________
Last        First        MI
Date: __________________  E-mail: ______________________________________________
(Month/Day/Year)
I am a: On-Campus Student Center for Extended Learning/Distance Learning Student

*Part II (to be completed by instructor)

Course Subject: _______ Course Number: _________ Course Title: ____________________________
Year: ___________ Term: _____ (F = Fall, S= Spring, 1 = Summer)
Instructor Name: _________________________________________ Instructor ID: _________________
Credit Hours: ___________ Proposed as: □ No Load □ ___ cr Regular Load □ ___ cr Overload
If this is for a teacher associate (TA) course, please list class you will be a TA for: ____________________________
Dept. / Crs. Number / Title

Part III (to be signed by designated persons)

Once required signatures are obtained, this form can be submitted to the Records Office, Deputy Hall 101, #12.

Instructor: ________________________________
Department Chair: __________________________ Graduate Studies Office: ________________________
(Required for Graduate Level Courses ONLY)
Dean/Supervisor: ________________________________

*Please note: The Records Office will register you for the course upon completion of the form. You are responsible for the financial obligation incurred from this registration. Please be aware of payment deadline to avoid your class(es) from being cancelled.

For Office Use ONLY

Course ID: __________________
Date Processed: ____________