

# Office of the Registrar Course Add Request Form

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/05 CF BDDFQUFE QBTU UIF BEE ESPQ EFBEMJOF GPS UIF TFNFTUFS P  
TDIFEVMFCVJMEFS!LFOOFTBX FEV

☑ First Name: \_\_\_\_\_ ☑ Last Name: \_\_\_\_\_

☑ Phone (extension): \_\_\_\_\_ ☑ Department: \_\_\_\_\_

☑ Semester Requesting:  Spring  Summer ☑ Year: \_\_\_\_\_

## NEW COURSE ADD:

☑ Subject: \_\_\_\_\_ ☑ Credit Hours: \_\_\_\_\_ ☑ Enrollment: \_\_\_\_\_

☑ Course Number: \_\_\_\_\_ ☑ Instructional Method: \_\_\_\_\_ ☑ Projected Enrollment: \_\_\_\_\_

☑ Section #: \_\_\_\_\_ ☑ Grade Mode: \_\_\_\_\_ ☑ Building: \_\_\_\_\_

☑ Campus: \_\_\_\_\_ ☑ Special Approval: \_\_\_\_\_ ☑ Room: \_\_\_\_\_

☑ Instructor ID #: \_\_\_\_\_ ☑ Part-term: \_\_\_\_\_ Crosslist Course(s): \_\_\_\_\_

## Meeting Type, Days & Time:

Meeting Type	M	T	W	R	F	Sa	S	Start Time	End Time
	F	F	F	F	F	F	F		
	F	F	F	F	F	F	F		
			F	F	F				
	F	F	F	F	F	F	F		