**Section Addition Form**

**Contact Person: Department: Telephone:**

**Term**: **Section Type**:

**Subject Code**:      **Course Number**:      **Section Number**:

**Course Title**:

**Schedule Type**:  **Grading Mode**:

**Session Code**:  **Cross Listed with**:

**Special Approval Needs**:

**Part of Term Code**:

**Credit Hours**:       **Billing Hours**:      **Max Enrollment**:

**Visible**:

**Meeting Pattern:** Enter Time in Military Format (ex. 1 pm is 13:00)

Enter building and room information if course is in a departmentally controlled space. Leave blank if course will be in a general purpose classroom. Please select room features for both cases.

**M T W T F S Start Time End Time Building Room**

[ ]  [ ]  [ ]  [ ]  [ ]  [ ]

[ ]  [ ]  [ ]  [ ]  [ ]  [ ]

**Room Features:**

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  No Room Needed | [ ]  Downtown Campus | [ ]  No Tech Needed | [ ]  Movable Seating |
| [ ]  General Classroom | [ ]  Evansdale Campus | [ ]  iDesign Standard  | [ ]  Enhanced Accessibility  |
| [ ]  Department Classroom | [ ]  Health Sciences Campus  | [ ]  iDesign Computer Lab  | [ ]  Special Equipment  |
|  |  | [ ]  Department Tech Level I  | [ ]  White Board |
|  |  | [ ]  HSC Computer Lab  | [ ]  Chalk Board  |
|  |  | [ ]  HSC Team Based | [ ]  Movable Board  |
|  |  | [ ]  HSC Premium  | [ ]  Extra Boards  |
|  |  | [ ]  HSC Standard | [ ]  HSC Powered Seating  |
|  |  | [ ]  HSC Basic |  |

\*\*\*Please include room features for additional meeting patterns in general comments below

**Instructor Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Instructor 700 Number** | **Instructor Last** **Name** | **Instructor First** **Name** | **Percent Responsibility** |
|       |       |       |     % |
|       |       |       |     % |
|       |       |       |     % |
|       |       |       |     % |

**Extended Learning Information (Optional):**

**Campus/College Code**:

**County Code:**        **Zip Code:**

**Primary Delivery Method**:  **Secondary Delivery Method**:

**Tuition Waived/Requires Special Fees**: [ ]  Yes [ ]  No

**Restrictions:**

**College**: [ ]  Include [ ]  Exclude

**Major/Minor:**

 [ ]  Include [ ]  Exclude

**Class:** [ ]  Include [ ]  Exclude

**Honors**: [ ]  Yes

**Course Comments**:

**General Comments**: